

## **UPPER MILFORD TOWNSHIP**

### **PART-TIME WEEKEND & HOLIDAY PARK CARETAKER**

Upper Milford Township, Lehigh County, PA is accepting applications for the position(s) of a Part-Time Park Caretaker. Applications shall be on the forms provided by the Township. Application forms may be obtained at the Upper Milford Township Office Building, 5671 Chestnut St., Old Zionsville, PA 18068, 8:00 A.M. – 4:00 P.M., Monday through Friday, or on the Township website <http://www.uppermilford.net>. Wage rate \$11.00 - \$12.00 per hour, D.O.Q. Applications will be taken until 4 P.M. Wednesday, April 12, 2017.

#### **General Description of Duties:**

Under absent or limited supervision this part-time employee is responsible to prepare the facilities at one or more of the Township's Parks, for use by park patrons on holidays and weekends during the park season.

Duties include but are not limited to early morning check of park facilities; restrooms, pavilion, parking lot, etc., clean restrooms as needed, clean and prepare pavilion for use if reserved, gather trash and recyclables and consolidate in the area of the storage facility. If large groups are anticipated for a particular day a second check visit may be required in the afternoon to verify that everything is in order and if not provide touch up services as needed.

#### **Time requirements:**

Approximately 3-4 hours per day.

Depending on the Township's needs and the successful applicants desire and willingness to work additional hours during the week additional hours of work may be available during weekdays based on a mutual agreement and as assigned by the employees Supervisor.

#### **Direct Supervisor:**

Public Works Foreman or in his absence Township Manager or other person as directed by the Township.

#### **Education / Employment:**

Any combination of education and experience which indicates or demonstrates possession of the skills, knowledge, and abilities listed below.

#### **Required Knowledge, Skills and Abilities:**

1. Knowledge of safety practices and procedures.

2. Knowledge of Township geography.
3. Ability to recognize and determine proper course of action.
4. Ability to carry out written and oral instructions.
5. Ability to walk, crouch, climb ladders and exert 50 pounds of force occasionally, or 25 to 50 pounds frequently.
6. Ability to adhere to safety standards and recognize safety warnings and hazards.
7. Ability to demonstrate polite and courteous manner toward the general public.
8. Ability to maintain a neat appearance.

**Sensory Requirements:**

1. Most tasks require visual perception and discrimination.
2. Most tasks require oral communication ability.

**Other Requirements:**

1. Must possess and maintain a valid PA Driver's License.

**Pre-Employment Drug Testing:**

The Township may, at its option, require the perspective employee to take a pre-employment drug test. The cost of the test will be paid by the Township.

**Criminal Background Check:**

Prior to employment the perspective employee must agree to provide the Township with a criminal background check through the Pennsylvania State Police. The cost for the background check will be the Township's responsibility.

**Residency:**

Not required. Applicant must demonstrate that they would be able to report to duty within 15 minutes in case of an emergency.

**Probationary Period:**

One (1) month.

**The Township of Upper Milford is an equal opportunity employer.**