

**BOROUGH OF INDIANA**  
**NOTICE OF JOB VACANCY**

**Department:** Parks Department

**Job Title:** Parks Crew Leader

**Description:** Parks Crew Leader is a non-supervisory union position. Shall perform duties as prescribed by the Borough Manager and or/ the designated supervisor and is responsible for the general repair and maintenance of the Borough properties, including playground equipment and park building, maintaining the trees. The position requires the operation of chain saw, trucks, snowplow, heavy equipment, hand tools, motorized equipment, mowers, tractors and various other equipment. Assignments are supervised and outlined by the Public Works Director who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgment in safety, work methods and planning detail.

**Minimum Qualifications:** Minimum Education: Must have a high school diploma or equivalency.

Must possess a valid PA driver's license, be able to drive, and must have an insurable driving record.

Parks Crew Leader shall be able to understand written and verbal instruction, shall be able to demonstrate basic mechanical skills and able to operate vehicles and equipment. Shall have the ability to orchestrate a routine maintenance schedule. Shall preferably have a forestry or arborist background.

**Rate of Pay:** \$19.22 per hour (maximum base rate)

**Shift/Hours:** Days and hours as scheduled

Interested bargaining unit employees may bid for this position by completing the attached bid form and submitting same to immediate supervisor and/or Public Works Director, Paul Gelles, no later than 4:00 PM on Friday March 18, 2022

  
Borough Manager

3-8-2022  
Date

Date Posted: March 8, 2022

**BOROUGH OF INDIANA**  
**JOB VACANCY BID FORM**

Position: Parks Crew Leader- Parks Department

Rate of Pay: \$19.22 per hour

Employee requesting position:

\_\_\_\_\_ (please print)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

Submit to your bid directly to your immediate supervisor and/or Paul Gelles, Public Works Director no later than 4:00 PM on Friday March 18, 2022.

**ALL FORMS MAY BE DUPLICATED**

## Job Description

### PARKS DEPARTMENT

#### A. **Position Description**

The Parks Crew leader position is a union position appointed by the Manager in accordance with the hiring provisions outlined in the collective bargaining agreement and the regulations set forth with the personnel policy manual and upon approval of Council.

#### B. **Required Skills, Abilities, and Qualifications**

The Parks Crew Leader shall be able to understand written and verbal instruction, shall have basic mechanical skills and able to operate equipment, e.g. bucket truck, snow removal equipment, manual and motorized equipment, basic hand tools etc. The Parks Crew Leader shall have the ability to orchestrate a routine maintenance schedule as well as to respond to immediate maintenance needs as they arise. The Parks Crew leader shall preferably have a forestry or arborist background.

#### C. **Assignment Responsibility**

The Parks Crew Leader shall perform duties as prescribed by the Borough Manager and/or the designated supervisor and is responsible for the general repair and maintenance of the Borough properties, including playground equipment and park buildings. This shall include the maintenance of borough equipment.

#### D. **Essential Duties**

The Parks Crew Leader shall be responsible for the general repair and maintenance as described herein. Supervision of a Parks Support employee. His/her essential duties shall include, but are not limited to, the following general repair and maintenance tasks, the times, methods and scheduling of which shall be prescribed by the Manager or designated supervisor:

##### 1. General Daily Tasks

The Parks Crew Leader is responsible for the general repair and maintenance of parks and infrastructure as described herein, including but not limited to:

- a. Maintaining the trees, parks, Borough properties, snow and ice removal
- b. Tree maintenance, planting of trees, pruning, watering, removing stakes, and removal of fallen limbs using a chain saw in a safe and efficient manner.
- c. General vehicle/equipment maintenance, oil changes, regular maintenance and safety checks in accordance with operating manuals for each individual piece of equipment.

- d. A basic knowledge of traffic control devices and flagging traffic while maintaining a safe work environment.
- e. Maintain park equipment and facilities
- f. Routinely inspect properties inside and outside and report safety concerns to your immediate supervisor within a reasonable time frame.
- g. Mowing, weed trimming, weed pulling, planting of shrubs and flowers on Borough property.



2. General Abilities

The Parks Crew Leader shall be able to perform the following physical tasks and possess the following abilities:

- a. Climbing ladders or other equipment designed to reach high spaces
- b. Work in confined areas
- c. Basic knowledge of hand tools and electrical equipment.
- d. Ability to reach, stand, kneel, and bend for prolonged periods
- e. Ability to lift and maneuver 50lbs and ability to team lift and maneuver with and without assisting equipment, e.g. dollies
- f. Possess a basic knowledge of construction, electrical, and mechanical systems.
- g. Have the ability to work outdoors in all types of weather.

E. **Established**

This job description for the position of Parks Crew Leader shall remain in effect until otherwise revised or rescinded by appropriate authority. All previous job descriptions pertaining to the position(s) described herein are hereby rescinded.

	3-3-2022		3-3-2022
Manager	Date	Council President	Date