

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Historic Sites Maintenance Worker                      Part Time: Annual  or Seasonal

Division: Cultural & Environmental Education                      Effective Date: 3/7/2022

Prepared by: M. Sutherland                      Approved by: R. Vitale

**Position Charter:**

This position works under the supervision of the Superintendent of Maintenance / Historic Sites. The Maintenance Worker will be required to perform a variety of general grounds maintenance tasks; operates various types of manual and power equipment necessary to carry out these functions; and does related work as required to meet the maintenance needs of the historic site parks.

**Essential Functions:**

- Assists historic sites maintenance staff with mowing, edging, and trimming grass and pastures by using tractors, riding mowers, power walk-behind mowers, manual mowers, and power trimmers.
- Cleans all public rest rooms and Visitor Center public rooms as directed twice weekly during the months site is open to public, and as needed during the remainder of the year;
- Cleans all staff rest rooms, offices, and lunch areas as directed once weekly and as needed;
- Performs other custodial duties such as washing windows, removing recyclables, emptying trashcans, and setting up tables and chairs as needed.
- Cuts and removes brush and trees using chain saws and other equipment.
- Loads and unloads material and supplies, both packaged and in bulk, up to fifty pounds.
- Operates Park Commission motor vehicles to transport personnel, materials and equipment on Park Commission property and public roadways.

**Other Functions:**

- Follows established P.E.O.S.H.A. and Morris County Park Commission safety standards.
- Removes snow by use of power equipment and by manual shoveling.
- Repairs and maintains roads, walkways, and trails at historic site parks.
- Assists in the maintenance and restoration of Park Commission buildings, structures roads, parking areas, walkways and trails at Historic Site Parks.
- Carpentry work including small repairs to buildings and structures.
- Performs other tasks as assigned.

**Qualifications:**

- Knowledge and experience performing a variety of maintenance functions.
- Willingness to work a flexible schedule including weekends, evenings and holidays.
- Possession of a valid New Jersey Driver's License.
- Ability to communicate effectively with fellow workers and the general public.
- Ability to understand and follow written and verbal directions.
- Ability to lift, maintain, and carry weights of fifty pounds.
- Physical dexterity, strength and coordination sufficient to operate manual and power maintenance equipment.
- Some experience in work involving carpentry, painting, and restoration tasks.
- Ability to maintain an attendance record to satisfactorily complete the essential functions of the position.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.