



**CRPR**  
Centre Region Parks and Recreation

**Centre Region Parks and Recreation** is currently recruiting for a full-time Parks Caretaker III/Mechanic, located at our maintenance facility on Stewart Drive in State College. This is a brand-new position within the Parks Maintenance, which is one of the Agency's busiest departments. The Parks Caretaker III/Mechanic will be part of the team that provides year-round park maintenance and facility management support for 56 park sites and CRPR facilities within five municipalities (State College Borough, and the townships of College, Ferguson, Harris, and Patton). Equipment and park maintenance are key features of this position.

The job description follows this summary. This is a 40 hr./week position, typically Monday-Friday; at times, there will be additional evening/weekend hours required. Salary is on a Grade B21, with a starting salary of \$38,239, and a full complement of Agency benefits.

To apply, please download and complete the CRPR Application; then, email the application, your resume, and cover letter to [crpr@crcog.net](mailto:crpr@crcog.net) by 5:00pm on Friday, October 6, 2017. Equal opportunity employer.

## CENTRE REGION COUNCIL OF GOVERNMENTS JOB DESCRIPTION

Job Title: Parks Caretaker III/Mechanic

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FLSA Status: Non-Exempt  
Reports To: Parks Manager

Band: B  
Grade: 2  
Sub Grade: 1  
Date: August 2017

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**JOB SUMMARY:** The Parks Caretaker III/Mechanic is responsible for providing general care, repair, servicing, and inspection of CRPR park equipment and facilities. The Parks Caretaker III/Mechanic performs highly skilled work in the diagnosis, maintenance, and repairs of all CRPR vehicles, turf equipment, and small engine equipment. This position is also responsible for the repair, or scheduling of repairs, to mechanical, plumbing, and electrical equipment, and the minor construction/renovation of agency buildings and facilities. The work schedule may include weekend assignments and work during special events.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Parks Caretaker III/Mechanic may be asked to perform. Other duties may be assigned.

### 1. Mechanical

- Performs preventative maintenance and repairs of vehicles and equipment.
- Change oil, filters, fluids, belts, tires, spark plugs, motors, hoses, wires, equipment, engines, and other parts as needed.
- Diagnose problems with mechanical operation of equipment. Communicate with Parks Caretakers Is and IIs to identify problems and determine the extent to which a repair is needed. Complete repair work.
- Operates vehicles and equipment to determine if vehicles or equipment is functioning properly after repairs have been made.
- Repair hydraulic, electrical, and mechanical systems on equipment.
- Repair and maintain small engine equipment such as chainsaws, string trimmers, lawn mowers, spray equipment, and other equipment owned by CRPR.
- Maintain and account for workshop, tools, equipment and parts inventory.

### 2. Maintenance

- Responsible for pavilion and restroom servicing, minor park equipment repairs, grounds cleaning and athletic equipment repairs.
- Responsible for routine playground maintenance and minor repairs.
- Install and replace signs, athletic equipment, benches, and picnic tables.
- Service and perform minor repairs to related equipment.
- Perform repairs to drinking fountains, sinks and other plumbing equipment.
- Repair/replace light fixtures, receptacles and small motors.
- Inspect and winterize plumbing and other necessary equipment: e.g. drinking fountains, toilets, pool heaters, etc.
- Assist with construction/renovation of playgrounds, minor building projects and athletic fields.

- Correct safety problems or report them to the Parks Manager or designee.

### 3. Administrative

- Track vehicle and equipment repairs and maintenance needs.
- Develop/follow the preventative maintenance program and ensure that all work is performed on a timely basis.
- Maintain a parts room with an inventory- and record-keeping system. Establish inventory re-order points and ensure an adequate supply of parts and commonly used items, especially for summer season.
- Track and schedule agency vehicle inspections and routine services.
- Complete the assigned daily tasks and project reports.
- Provide recommendations to Parks Manager for annual Capital Improvement Program regarding equipment life expectancy and performance.

### 4. Supervisory

- Assist in supervision and training of seasonal staff and Parks Caretaker Is and IIs on the safe and proper way of operating equipment.

### 5. Other

Although the primary duties of this position are the maintenance and repair of park equipment, there may be times, depending on the Agency workload, when the employee is expected to perform the duties of a Park Caretaker I and II, such as the following:

- Schedule mowing crew and perform mowing.
- Perform a soils amendment program: e.g. seeding, aeration and top-dressing, as directed by the Parks Manager or Designee.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent.
- Minimum three (3) years of experience in mechanical/small engine repairs and maintenance, and a background in general facility maintenance.
- Completion of an accredited two-year course in automotive and hydraulic equipment repairs is preferred.

### **CERTIFICATIONS**

- A valid Pennsylvania driver's license.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearances.

### **SKILLS AND ABILITIES**

- Demonstrated ability to identify, diagnose, and address simple and complex mechanical problems.
- Ability to work in cooperative manner COG and municipal staff and the public.
- Ability to troubleshoot and use critical thinking.
- Knowledge and skill in the use of tools and equipment used in park maintenance.
- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within an organizational and community structure.
- Knowledge and skills in plumbing and electrical work.
- Knowledge of tree, plant, and wildlife identification.
- Ability to work independently.
- Ability to respond and to assist the public in a professional and courteous manner.
- Ability to perform manual labor under adverse conditions.
- Ability to operate trucks, tractors, and other equipment used for park maintenance and repair.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with COG and municipal staff and the public.
- Ability to communicate in both written and verbal form in a clear and concise manner.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work, and establish priorities.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### **Physical Environment**

- The duties of this job include physical activities such as climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, hearing/listening, seeing/observing, crawling, repetitive motions, feeling, and fingering. Physical requirements for this position will be performing heavy, very heavy and medium work frequently, with light and sedentary work requirements being performed less frequently.

#### **Work Environment**

The work environment may include some or all of the following:

- Ability to work with repetitive activities (performance of the same physically- demanding activity).
- Ability to work under time pressure (frequent rush jobs, urgent deadlines, etc.).
- Ability to work in high or low temperatures.
- Ability to work in awkward or confining workspace (cramped or uncomfortable).
- Ability to work in areas with improper illumination (glare, inadequate lighting, etc.).
- Ability to deal with unpleasant social situations (necessity of dealing with irate or upset individuals).
- Must be able to work in all weather conditions.

**(Approved August 2017)**