Parks and Grounds Division Lead

General Purpose

This position will be situated in the Parks and Public Works Department, reporting to and directly supervised by the Borough Manager. The position will hold lead responsibility for maintenance and improvement of all public parks/open space and Borough-owned grounds. In addition, this position will support Public Works activities, including maintenance of road infrastructure and Rights of Way, and winter maintenance activities.

The Parks, Recreation, and Grounds Division Lead will work on a daily basis with the Road Foreman and the semi-skilled laborer/equipment operator within the Public Works Department, and on certain projects will be responsible for technical and functional supervision of these employees. Under the direction of the Borough Manager, the Division Lead will be expected to work with a significant amount of independence, lead a small support crew as required, and develop proposed annual work routines and strategies for accomplishing non-routine projects.

Essential Job Functions

General

- Safe and effective use of Borough-owned vehicles and equipment. Borough-owned vehicles and equipment include, but are not limited to: pickup truck, non-CDL dump truck, backhoe, tractors (mowing, leaf blowing, loading, sweeping), Polaris UTV, asphalt roller, and gas-powered hand held power tools, including chainsaws and trimmers.
- Understand and adhere to principles and practices of on-the-job safety and use of personal protective equipment.
- Perform daily, weekly, and monthly service checks and basic maintenance tasks on Borough-owned vehicles and equipment as necessary. Basic maintenance tasks include but are not limited to: (i) routinely cleaning, fueling, and greasing equipment, (ii) sharpening and replacing blades as required for mowing, trimming, and sawing equipment, (iii) changing vehicle and equipment fluids, and (iv) troubleshooting problems or malfunctions as they arise.
- Prepare reports and maintain records related to (i) the status, outcome, and breakdown of time and materials spent/used on Public Works projects, (ii) equipment maintenance performed, and (iii) inventory of Borough parts and materials.
- Perform other related work as required and/or requested by the Borough Manager.

Parks and Grounds

- Perform routine and non-routine maintenance and improvement in the Borough public parks and open spaces, including but not limited to informational kiosks, benches, trash receptacles, fencing, gates, plaques, and signage.
- Maintain and improve trails located in the Borough public parks and open spaces, including but not limited to clearing debris, improving drainage, repairing damaged trails, coordinating volunteers, and developing and managing trail projects.
Carry out/coordinate all aspects of mowing, including but not limited to groomed mowing, specialized and roadside mowing, trimming, and conservation grass mowing.

In conjunction with, or under the direction of the Borough Manager, execute vegetation management strategies including, but not limited to pruning of ornamental trees and shrubs, maintenance of habitat project sites, and mowing of brush, as needed.

Oversight and maintenance of landscaping around the Borough Hall.

Coordinate and execute annual mulching and fertilizing of all Borough-owned ornamental trees.

Obtain Pesticide Applicator license or, alternatively, safely apply pesticides under another Borough employee with the required licensing.

Identify opportunities for improvement of the Borough public parks, open spaces and other Borough-owned grounds, including improvement of Borough landscaping, trails, and habitat.

Coordinate development of projects within the Borough public parks, open spaces and other Borough-owned grounds, including without limitation compiling material and equipment cost estimates and developing/executing efficient work schedules and flows. The position will have functional and technical oversight of public Works staff, as necessary, to complete complex projects.

Analyze, process, and respond to public inquiries and/or complaints regarding the condition of the Borough’s public parks, open spaces and other Borough-owned grounds.

Serve as liaison with the Borough’s Park Board to coordinate meetings, volunteer work days, and programming.

Perform other related work as required and/or requested by the Borough Manager.

Public Works

Assist in the performance of maintenance and repair of vehicles, machinery, and power equipment as necessary. This includes support of preventative maintenance, such as fluid changes and minor electrical improvements.

Assist in the performance of road infrastructure maintenance and repair, including but not limited to maintenance and repair of signage, guiderails, catch basins, road drainage and roadway surface patching.

Assist in the performance of maintenance and repair of Borough facilities.

Perform winter maintenance activities, specifically snow plowing and salting with the Borough’s winter maintenance equipment. Candidates must be generally available during the winter season for snow plowing and salting, with overnight shifts scheduled on short notice when required and necessary due to storm patterns and timing.

Perform tasks, both supervisory and labor-related, on the Borough’s large road construction projects.

Respond to emergency events during regular business hours and, as necessary, during evenings and overnight.

Perform other related work as required and/or requested by the Borough Manager.
Qualifications

Applicant must have the following abilities, knowledge, and/or experience:

- At least three (3) years of experience in one of the following areas, or a combination of the following: Natural Resources Management, Land Management, Parks and Recreation Management, Public Works, Equipment Maintenance.
- Ability to establish and maintain a positive, professional, collaborative, and effective working relationship with Borough residents, co-workers, and elected and appointed officials.
- Must possess and maintain a valid Pennsylvania Driver’s License.
- Ability to pick up and carry loads of up to 50 pounds.
- Ability to navigate difficult terrain in all weather conditions.
- Ability to enter and exit heavy machinery safely.
- Ability to interpret and utilize product labels, instructions, drawings, and schematics.

Compensation will range from $40,000 to $50,000 annually, commensurate with experience, plus benefits.

Please send cover letter, resume, and three professional references to Sewickley Heights Borough, Attention: Borough Manager, 238 Country Club Road, Sewickley, PA 15143-9402. Applications will be accepted on an on-going basis until the position is filled. Email applications also will be accepted at nbriggs@sewickleyheightsboro.com. The Borough of Sewickley Heights is an Equal Opportunity Employer.

Nathan A. Briggs, Manager/Secretary
Borough of Sewickley Heights