

KINGWOOD TOWNSHIP UNION ROAD PARK DIRECTOR
JOB DESCRIPTION

DEFINITION

Under the general direction of the assigned Kingwood Twp. Committee person assigned to the Park Commission and or the Supervisor of the Kingwood Township Road Department. Will independently perform the work involved in the maintenance, repair, and improvement of structures, equipment, systems and grounds of the Union Road Kingwood Twp. Park. Performs other related work as required.

EXAMPLES OF WORK

May be required to prepare time and material estimates as necessary for various needed projects. The needed project would be presented to the Kingwood Township Park Commission for approval during one of the monthly meetings.

If an outside contractor/vendor is approved for the project, Park director is to ensure work is being accomplished according to the approved specifications.

May be required to supervise volunteer assigned help.

Will do the routine and custodial types of maintenance, trash and litter pick up and disposal as required. General structure/facility housekeeping, ensuring that quality maintenance standards are continuously achieved.

Performs repairs and maintenance associated with the roads, parking lots, bridges, signs and trails. Also participates in the preparation of any design changes.

Performs grounds maintenance including the mowing of all grass, tree/shrub pruning, maintenance of flower beds, planting and transplanting of landscaping plants and participates in the development of planting landscaping plans.

Performs various minor repairs in the trades such as carpentry, plumbing(water & sewage), electrical, heating/air conditioning, painting and masonry.

Performs various maintenance and repairs on assigned vehicles and equipment, grounds maintenance equipment (mowers, tractors), snow removal equipment as well as all power tools and shop equipment.

Will be required to maintain an inventory for all assigned equipment and tools.

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Prepares a monthly report of job progress including employee time, materials/supplies, and any other support costs upon completion of the project. The report will be given to the Kingwood Twp. Park Commission at the monthly meeting.

Will ensure that all drinking water testing is completed per N.J. regulations.

Will be responsible for the operational aspects of the park, as the closing of the various playing fields if conditions are not satisfactory (to wet etc.) Closing of the gates as needed. Updating bulletin boards as needed.

Performs inspections on all site amenities (playground, benches, picnic tables, grills, signs, etc.), on a monthly basis, the inspection reports are to be filed at the park. Any major repairs shall be brought to the attention of the park commission at the monthly meeting. Indicating condition, required repair, estimated cost, required time frame and recommendations regarding correction.

Will be required to be in attendance at the various events of the Kingwood Twp. Park 'annual schedule of events'.

The Park Director will ensure the park residence is secured and presentable at all times.

LICENSES

The Kingwood Park Director will be required to possess a valid driver's license issued by the New Jersey Division of Motor Vehicles.

ABILITIES

Ability to work with various sporting groups for the scheduling of fields and facilities. Keeping an updated calendar of those scheduled events.

Ability to work with various types of electronic equipment used by Kingwood Twp. Offices.

Ability to inspect and determine safety issues with various types of facilities and equipment at the Kingwood Twp. Union Road Park.