

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Seasonal Helper

REPORTS TO: Supervisor of Buildings and Grounds
and/or Maintenance Working Foreman

QUALIFICATIONS: Ability to read, write and communicate effectively
High school diploma or equivalent training
Black Seal License
Valid New Jersey driver's license
Good physical health and ability to perform assigned tasks
Required criminal background check and proof of US
citizenship or legal resident status

PERFORMANCE RESPONSIBILITIES:

1. Operates powered equipment such as movers, tractors, snow blowers, chain saws, electric clippers, pruning saws.
2. Mows and edges lawns, using power movers and edgers.
3. Removes snow and ice and applies sand and salt as appropriate to walks, driveways, parking areas and steps.
4. Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers and axes.
5. Prunes and trims trees, shrubs and hedges, using shears, pruners.
6. For proms, graduation and PTA: delivers items to necessary areas; constructs stage and seating for graduation; pick-up and storage.
7. Other jobs as the need indicates consistent with maintenance.
8. Maintains time and production records.

2/09

Approved: 5/12/09

JD/Maintenance