

Parks and Recreation

B: BUDGETARY CHANGE JUSTIFICATION: The inflation percent increase from last year to this year is over 8%. The 2024 proposed general fund budget reflects this for many items, including signs, fuel, parts and chemicals. Other increases can be attributed to personnel, the backbone of the department, that provides a high level of maintenance and services to serve our residents. The addition of a middle shift of parks staff working during the times the park is most used in the afternoons and evenings will improve the experience for residents through increased litter patrol, trash collection, cleaning and opening and closing bathrooms as well as creating a presence in the park for customer service and education about park rules and expectations.

A: PERSONNEL CHANGES OVERVIEW

Creation of a Middle Shift for Parks Maintenance

Consists of:

- 1 Maintenance Supervisor
- 2 MW1's
- 2 MW2's

Reasoning: Create a middle shift to keep up with demands of park usage that have continued to increase. During Covid people went to the parks and have continued to use the parks for passive and active recreation. Parks are busy, full of residents enjoying the amenities. This increase in use has led to the need for additional parks staff, responsible for trash collection, litter collection, bathroom cleaning, and customer service needs as they arise. Creation of a middle shift crew will allow us to keep restrooms open during the day and locked at the end of shift. Currently temporary personnel lock bathrooms, and these positions have been hard to fill consistently and are seasonal. The creation of this middle shift crew will also help to staff Lights in the Parkway. This additional staffing will create a more efficient Department by addressing the trash and litter needs with a dedicated crew, so day shifts can refocus on general park maintenance. The middle shift will provide an increased presence in parks to educate and provide a high level of service to park users.

Creation of a Sustainability Coordinator

Reasoning:

This position plays a key role in ensuring the City's parks and recreational facilities operate in an environmentally responsible manner while promoting eco-friendly practices and community engagement. The position will supervise the Tree Inspector (Street Trees), and coordinate with stakeholders to develop and implement sustainability strategies and programs. The position will manage awarded grants for tree equity, and apply for additional funding to support climate resiliency and flooding, as well as work interdepartmentally on city-wide sustainability challenges/

Position Upgrades:

Arborist 2

Paygrade Adjustment: M15 to M16

Reasoning: The Arborist 2 position must be certified as an ISA arborist. The Arborist 2 is the lead crew member of the arborist team of skilled workers. This is Tradesman position that requires extensive training and years of experience for this extremely dangerous and skilled position. Job title remains the same, this is a proposed upgrade to better align with other tradesman positions within the City.

Arborist 1 (2 positions)

Paygrade Adjustment: M11 to M14

Reasoning: The Arborist 1 position is a skilled laborer position responsible for tree care in the park system. Duties include removal of hazardous trees in the public right of way and emergency call-outs to clear roadways of downed trees. Arborist positions work at extreme heights with ropes, saddles and bucket trucks to perform tree care needs. A vast amount of knowledge is required to perform these duties safely. This requested increase for the Arborist positions better aligns the Arborist paygrades with the recently created Vegetation Manager position within the Public Works budget in 2023.

Maintenance Worker 3

Upgrade from MW3 paygrade M10 to Tradesman -Carpenter paygrade M16

Reasoning: The Maintenance Worker 3 position has evolved over the years. This position is now responsible for carpentry repairs, playground repairs, painting and concrete repairs. This position will be required to obtain a Certified Playground Safety Inspector certification to perform safety audits on all City playgrounds. Based on the needs of the Department of Parks and Recreation, this position has evolved into a tradesman position.

Golf Fund: Golf Course Mechanic

Upgrade from MW14 to MW18

Reasoning: The golf course mechanic is responsible for not only the maintenance but operation of all specialty and heavy equipment. They must be skilled in Diesel, Gas, Hydraulics, Electrical, Sprayers, Aeration Equipment, Welding and Fabrication along with Reel and Bedknife Grinding. Proper Mower Set Up with knowledge of basic Agronomics to ensure proper height of cut in the field depending on rollers,

weights, and bedknife angles. The ability to identify quality of cut, aeration, and mechanical damage due to equipment operation. All preventative maintenance and repairs must be made on site to keep the golf course operational. This includes our fleeted equipment with parts provided by the garage.

C: WHAT WOULD A 10% REDUCTION LOOK LIKE?

Over time, the park's operating budget has decreased and the usage and expectations of events and programs in parks has increased. It would be very difficult to reduce the budget by 10% and maintain the same level of service and offering of programs to city residents. 10% reduction would be \$185,800 and would affect the ability to purchase materials to maintain clean and beautiful parks and sports fields, reduce the ability to keep playgrounds safe, and would reduce the level of programs (sport and non-sport recreation) and special events in the city.

City of Allentown
Position Description

Class Title: Arborist 1
Grade Number: 11M
Department: Parks and Recreation
Union: S.E.I.U.

GENERAL PURPOSE

Performs a variety of duties involved in maintaining the grounds, lawns, plant life, facilities and structures of city operated parks and flower gardens.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Supervisor, and occasionally a higher classed union member that would be serving as a crew leader on a specific job.

SUPERVISION EXERCISED

May exercise supervision as a Crew leader over lower classification employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES (List here what you do in your job)

- Works from established routines, specific instructions, and standard knowledge of park maintenance methods. Operates hand and power grass cutting equipment. Performs sodding, sowing, and weeding. Plants, prunes, treats, fells, and removes trees and bushes as directed. Climbs to sometimes great height, both on a ladder and in trees, and prunes large trees.
- Prunes, shapes, dusts and sprays weeds, plants, flowers, and shrubs in parks and gardens. Picks up and removes trash, leaves and debris. Maintains and makes repairs to benches, tables, comfort stations, other structures, walks and parking areas.
- Maintains fish rearing of Park/Recreational areas; clears area of brush and felled branches using chippers; operates power route to remove tree stumps; maintains vehicles, equipment, and tools, and makes minor repairs; salts plows and removes snow as required.
- Uses park maintenance equipment and vehicles including bucket truck, small tractors, ropes and saddles, ladders, climbing gear and pruning tools. Instructs and directs activities of workers assisting. Refers unusual and unsafe conditions to supervisor.
- Performs other duties, including those of other classifications (higher or lower) and standby crews, as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, and safe effective and courteous service to the public and community.

Performs related work as may be required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma or equivalent
- (B) Completion of education sufficient enough to perform the essential job functions.
- (C) Equivalent combination of related education and experience.
- (D) Possession of a valid PA CDL class B with Air Brake Endorsement driver's license.
- (E) Ability to obtain PA State Pesticide License with category 23 within the first year

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the use, operation, and maintenance of hand and power tools, including chain saws, used in tree maintenance.
- (B) Knowledge of methods, tools and materials used in maintenance of trees and shrubs
- (C) Ability to follow oral and written instructions.
- (D) Skill of climbing trees safely and knowledge of potential hazards of tree work and of safety precautions required in tree work
- (F) Good physical condition, health, agility, and strength.

TOOLS AND EQUIPMENT USED

Requires extensive daily use of loppers and other pruning tools, chain saws, spray equipment, hand tools required in tree planting, truck and chipper, climbing equipment, pick up trucks, small dump trucks, grass seeding equipment, and hydro seeding equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Allentown
Position Description

Class Title: Arborist II
Grade Number: 15M
Department: Parks & Recreation
Union: S.E.I.U.

GENERAL PURPOSE

Performs a variety of duties involved in maintaining the grounds, lawns, plant life, facilities and structures of city operated parks and flower gardens, as well as responding to tree issues on the street that relate to safety.

SUPERVISION RECEIVED

Works under the supervision of the Chief Maintenance Supervisor, Maintenance Supervisor, and Park Superintendent.

SUPERVISION EXERCISED

May exercise supervision over lower classes when functioning as crew leader

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works from established routines, specific instructions, and standard knowledge of park maintenance methods. Operates hand and power grass cutting equipment. Performs sodding sowing, and weeding. Plants, prunes, treats, fells, and removes trees and bushes as directed. Climbs to sometimes great height, both on a ladder and in trees, and prunes large trees.
- Prunes, shapes, dusts and sprays weeds plants, flowers, and shrubs in parks and gardens. Picks up and removes trash, leaves and debris. Maintains and makes repairs to benches, tables, comfort stations, other structures, walks and parking areas.
- Maintains fish rearing of Park/Recreational areas, clears area of brush and felled branches using chippers, operates power routers to remove stumps; maintains vehicles, equipment and tools, and makes minor repairs; salts, plows, and removes snow as required.
- Uses park maintenance equipment and vehicles including bucket truck, small tractors, ropes and saddles, ladders, climbing gear and pruning tools. Instructs and directs activities of workers assisting. Refers unusual and unsafe conditions to supervisor.
- Performs other duties, including those of other classifications (higher or lower) and standby crews as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the community.

Performs related work as may be required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma or equivalent.
- (B) Completion of education sufficient to perform the essential duties listed above
- (C) Three years experience in tree maintenance
- (D) Equivalent combination of related education and experience.
- (E) Possession of a valid PA CDL class B driver's license

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the use, operation, and maintenance of hand and power tools, including chain saws used in tree maintenance
- (B) Knowledge of methods, tools and materials used in the maintenance of trees and shrubs.
- (C) Ability to follow oral and written instructions
- (D) Ability to lead the tree crew
- (E) Ability to instruct others in proper pruning and tree maintenance procedures.
- (F) Good physical condition, health and agility
- (G) Pesticide application license required

TOOLS AND EQUIPMENT USED

Requires extensive daily use of loppers and other pruning tools, chain saws, spray equipment, hand tools required in tree planting, truck and chipper, climbing equipment, pickup trucks, small dump trucks, grass seeding equipment, and hydro seeding equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Class Title: Sustainability Coordinator

Grade Number: 11N

Department: Parks and Recreation

Union: No

GENERAL PURPOSE

The Sustainability Coordinator is a vital role within the City administration, responsible for overseeing the development, implementation, and management of sustainable initiatives within the department. This position plays a key role in ensuring the City's parks and recreational facilities operate in an environmentally responsible manner while promoting eco-friendly practices and community engagement. The Sustainability Coordinator will collaborate with various stakeholders to develop and implement sustainability strategies and programs. The Sustainability Coordinator works closely with other city departments, community organizations, and the City's Environmental Advisory Council. The ideal candidate is detail-oriented, highly organized, and possesses excellent communication and project management skills.

RESPONSIBILITIES

- Develop, implement, and oversee sustainability initiatives and strategies within the Parks and Recreation Department to reduce environmental impact, conserve resources, and enhance sustainability practices.
- Engage with the local community, park visitors, and partner organizations to promote sustainability awareness and encourage sustainable behaviors through educational programs and outreach efforts.
- Identify opportunities to improve energy efficiency and resource conservation in park facilities, such as lighting, heating, cooling, and water usage. Recommend and implement energy-saving measures.
- Develop waste reduction and recycling programs for park facilities and events. Monitor waste streams and explore opportunities for composting and recycling.
- Collaborate with the Environmental Advisory Council, relevant departments and stakeholders to implement green infrastructure projects.
- Research and apply for grants and funding opportunities to support sustainability projects and initiatives within the City.
- Collect and analyze data related to sustainability metrics and performance indicators. Prepare regular reports on progress and achievements.
- Assist in the development of sustainability policies and guidelines for the City. Ensure compliance with local sustainability regulations and goals.
- Provide training and education to department staff, volunteers, and the public on sustainability best practices and initiatives.
- Foster partnerships with local environmental organizations, government agencies, and community groups to leverage resources and expertise in advancing sustainability goals.

SUPERVISION RECEIVED

Works under the supervision of the Deputy Director of Parks and Recreation

SUPERVISION EXERCISED

No supervision exercised.

QUALIFICATIONS

- Bachelor's degree in environmental science, sustainability, or a related field. Master's degree is a plus.
- Proven experience in sustainability program development and implementation.
- Strong knowledge of environmental issues, conservation practices, and sustainability principles.
- Excellent communication and interpersonal skills for community engagement and partnership building.
- Ability to collect and analyze data, prepare reports, and track progress towards sustainability goals.
- Grant writing and project management experience preferred.
- Passion for environmental sustainability and a commitment to promoting eco-friendly practices.

This job description is intended to convey information essential to understanding the scope of the Grants Manager position. It is not intended to be exhaustive or exclusive of all job duties. Other related duties may be assigned as needed.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer, adding machine and various software packages.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference_check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

City of Allentown
Position Description

Class Title: Maintenance Mechanic - Specialist
Grade Number: 14M
Department: Parks & Recreation
Bureau: Parks
Union: S.E.I.U.

GENERAL PURPOSE

Performs a variety of duties to maintain, repair, and install mechanical and electromechanical equipment.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Supervisor, Chief Maintenance Supervisor and Park Superintendent.

SUPERVISION EXERCISED

May exercise supervision over other members of the work force designated to assist him/her with jobs that require additional help. Will act as crew leader on these occasions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works from equipment manuals, specifications, general instructions, and broad knowledge of specialized equipment, maintenance, and repair methods.
- Repairs and maintenance to zero turn mowers, chainsaws, string trimmers, blowers, and all other equipment that applies to park maintenance operations.
- Diagnosis cause of equipment malfunction and institutes repair
- Perform preseason maintenance on all equipment and make ready for upcoming seasons.
- Make repairs in the field to broken equipment.
- Performs burning and welding to maintain or repair park equipment and structures.
- Prepares parts and materials lists needed to facilitate repairs and maintain inventory needed to maintain equipment.
- Maintain required records on preventive maintenance, repairs, and inventory levels.
- Replaces or repairs process equipment components, such as valves, pipes, and flanges.
- Dismantles, replaces, and repairs work or defective parts and components on such equipment as pumps, power units, compressors, chlorinators, chemical feeders, and similar equipment and related controls, gauges, and recorders.
- Reassembles and tests performance of units repaired.
- Performs other duties, including those of other classifications (higher or lower) and standby crews as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the community.

- Carpentry work, repairing benches, tables and park buildings.
- Minor masonry repairs.
- May assist with pool operating repairs and maintenance.

Performs related work as may be required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma or equivalent
- (B) Four years' experience repairing small equipment with diesel, gas and two cycle motors
- (C) Completion of education sufficient to perform the essential duties listed above
- (D) Equivalent combination of related education and experience.
- (E) Possession of a valid PA CDL class B driver's license
- (F) Burning and welding

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of electrical circuits related to small equipment
- B. Knowledge of internal combustion engines
- C. Knowledge of diesel engines
- D. Ability to follow written and oral instructions
- E. Must possess physical ability to work under all conditions encountered, including managing heavy parts and working in various physical positions.

TOOLS AND EQUIPMENT USED

Daily use of service truck, hand tools, such as wrenches, ratchets, screw drivers, hammers; power tools, such as drills, saws, impact wrenches, grinders; welding and burning equipment, floor jacks and other related lifting and positioning equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Allentown
Position Description

TITLE: PARKS MAINTENANCE SUPERVISOR

Grade Number: 11N (Non-Exempt)

Department: Parks & Recreation

Union: Non-Bargaining

GENERAL PURPOSE

The Park Maintenance Supervisor performs supervisory work which involves assigning and inspecting the work of semi-skilled or unskilled laborers and equipment operators in the performance of a wide variety of park related jobs.

Assigns a variety of work to park maintenance crews, including but not limited to maintenance forepersons, tradesmen, mechanics, equipment operators, arborists and maintenance workers engaged in public park work activities.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent of Parks and Director of Parks and Recreation.

SUPERVISION EXERCISED

May exercise supervision over forepersons, tradesmen, mechanics, equipment operators, arborists and maintenance workers engaged in public park work activities.

DISTINGUISHED FEATURES OF THE CLASS

This is the first level administrative supervisory class. Incumbents are responsible to the Parks Superintendent for the maintenance of street trees, parks, streetscapes, and open spaces and other facilities as assigned.

Incumbents assist the Superintendent of Parks and Director of Parks and Recreation in identifying needs and developing maintenance projects and assigning work crews.

Incumbents are expected to perform office administrative duties, and to monitor the progress of work in the field. The Park Superintendent directly supervises this class.

The Park Maintenance Supervisor receives direction as to results desired and is responsible for planning, organizing, and directing the work to achieve the desired results. This class directly supervises forepersons, and indirectly supervises tradesmen, mechanics, equipment operators, arborists and maintenance workers engaged in public park work activities. The Park Maintenance Supervisor oversees forepersons and crew chiefs who are the working supervisor class responsible for direct day to day supervision of park maintenance workers in the performance of their duties and assignments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. Example combinations include graduation from high school and five (5) years of park maintenance experience, at least two (2) years of which at the level of park foreperson. Education beyond high school with major course work in park maintenance, horticulture, supervision, management or closely related field is highly desirable and may be substituted for up to two years of the general park maintenance experience requirement on the basis of one year college for one year experience.
- First Aid and CPR Certification; or an
- Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- Valid Pennsylvania Driver's License with acceptable driving record.
- Knowledge of Maintenance Management Software.
- Ability to Obtain First Aid and CPR Certification.
- Ability to learn departmental regulations, City Ordinances and State statutes pertaining to municipal parks, golf courses, watershed and other environmental regulations.
- Ability to operate radio communication equipment.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to work independently.
- Ability to communicate orally in the English language with other City employees, customers, clients, or the public using a radio or telephone, face-to-face, or group setting.
- Ability to understand written material and learn job-related material through both oral instruction and observation, and structured lecture and reading.
- Ability to work cooperatively with others and deal with the public in a courteous and tactful manner to provide exceptional customer service to residents.
- Ability to work in a safe and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises employees doing park maintenance activities. Maintains time, payroll and material records.
- Determines the type of work to be done, personnel and equipment needs.
- Assigns tasks, establishes work crews and assignments either directly or through a foreperson or crew chief.
- Monitors progress of crews, and reviews completed projects.
- Inspects parks, landscape areas, playgrounds, equipment and facilities to determine maintenance needs and safety hazards.
- Plans, schedules, organizes and assigns work or develops related recommendations.
- Maintains records of maintenance work and prepares reports.
- Assists with budget preparation, requisitions necessary equipment and materials.

- Prepares and reviews and assures the accuracy of park maintenance management information.
- Prepares estimate of maintenance impacts due to park or landscape improvements.
- Coordinates activities of the Park Maintenance section with those of other City units and outside agencies.
- Investigates and resolves citizen complaints related to operations.
- Confers with Maintenance leadership staff on unusual operations problems and participates in the development of solutions.
- Prepares and assigns employee performance evaluations as required.
- Provides safety and operation training to section personnel.
- Good knowledge of the standard tools and practices used in work.
- Good knowledge of hazards in laboring work and the necessary safety precautions.
- Ability to establish and maintain effective working relationships with employees, supervisors and the general public.
- Good knowledge of tree pruning and removal, lawn and landscape maintenance, construction equipment, pesticide application, and plant identification.
- Possession of a valid vehicle operator's license issued by the Commonwealth of Pennsylvania.
- Possession of Pennsylvania Department of Agriculture pesticide license; trains employees for pesticide application in accordance with the rules of the Commonwealth of Pennsylvania, Department of Agriculture
- Checks the installation, cleaning and repair of park restrooms, facilities and playground equipment, directs the collection of leaves, repairs ball fields, including ground maintenance, backstops and bleachers and other repair and general maintenance of park facilities.
- Oversees the work of the golf course maintenance workers as assigned.
- Park Maintenance Supervisor may be assigned duties of the Park Superintendent for training and to fill in during the absence of the Park Superintendent.
- Performs related work as may be required.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens, and internal departments.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of City vehicle, hand tools such as hammer, saw, screwdriver or similar tools, other tools that may be required to perform the essential functions of the job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms continuously and repetitively; required to walk frequently when inspecting parks and recreation grounds over rough, uneven or rocky surfaces or terrain.

The employee works in the outside environment and is subjected to various climate conditions and temperatures, such as, extreme cold and heat and exposure to other outside elements.

The employee must occasionally lift and/or move up to 50 pounds frequently and 75 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Works indoors, works outdoors, exposure to extreme hot or cold temperature, working at heights, being around moving machinery, exposure to marked changes in temperature/humidity, exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles, exposure to toxic or caustic chemicals, exposure to excessive noise, exposure to radiation or electrical energy, exposure to solvents, grease or oil, exposure to slippery or uneven walking surfaces, using computer monitor, works around others, works alone, works with others.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Revised 8/11/08

City of Allentown
Position Description

Class Title: Maintenance Worker I
Grade Number: 6M
Department: Parks & Recreation
Union: S.E.I.U.

GENERAL PURPOSE

Performs a variety of duties to maintain the grounds, lawns, plant life, and structures of city operated parks and gardens.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Foreman, Maintenance Supervisor, Parks Superintendent, and occasionally a higher-ranking union member that would be serving as crew leader on a specific job.

SUPERVISION EXERCISED

Does not exercise any supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works from established routines, specific instructions and basic knowledge of park maintenance methods
- Operates hand, power and riding rotary grass cutting equipment
- Performs seeding; weeds and trims using handheld power tools
- Polices grounds, rakes or vacuums leaves and disposes of debris
- Makes minor repairs to park benches, tables, structures, walks and parking areas, and cleans comfort stations
- Ability to work atop a 20 foot ladder
- Uses park maintenance equipment, vehicles, chain saws (on occasion), ladders and hand tools
- Performs other duties, including those of other classifications (higher and lower) and stand by crews as assigned and/or as conditions warrant
- Other duties include: perform general laboring activities, may perform major pruning activities and to operate tractors, riding mowers, and other park equipment; make pickups and deliveries using small trucks; spread salt; shovel and remove snow as required; make minor equipment repairs
- Performs other duties, including those of other classifications (higher or lower) and standby crews as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, safe, effective and courteous service to the community.
- Required to spray pesticides under the supervision of a licensed applicator.

Performs related work as may be required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent
- (B) one year work related experience is desirable
- (C) Equivalent combination of related education and experience
- (D) Valid PA Driver's License of appropriate classification

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of reading, writing, and simple arithmetic
- (B) Knowledge of care and use of common tools for general maintenance and grounds maintenance

TOOLS AND EQUIPMENT USED

Frequently use shovels, rakes, loppers, and all similar types of hand tools used in ground maintenance, also small power equipment, such as rototillers, lawn mowers, leaf blowers, hedge trimmers, power planting augers, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 (sixty) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Allentown
Position Description

Class Title: Maintenance Worker II
Grade Number: 8M
Department: Parks & Recreation
Union: S.E.I.U.

GENERAL PURPOSE

Performs a variety of duties to maintain the grounds, lawns, plant life, and structures of city operated parks and gardens.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Foreman, Maintenance Supervisor, Park Superintendent, and occasionally a higher class union member that would be a crew leader for a specific job.

SUPERVISION EXERCISED

May exercise supervision over lower classifications if directing a crew

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works from established routines, specific instructions and basic knowledge of park and recreation methods.
- Trims and maintains trees and shrubbery, and performs related maintenance work and semi skilled manual labor.
- Trims, shapes and fertilize trees and shrubbery
- Operates trucks and other powered equipment and tools
- Performs minor maintenance, including preventive maintenance on this equipment.
- Occasionally acts as lead worker over a small group of unskilled laborers; performs all functions assigned to Maintenance Worker I
- Mows and trims as needed in parks
- Ability to lay sod, mulch beds, plant grass, annuals, general cleanup, etc.
- Polices grounds, rakes or vacuums leaves and disposes of debris.
- Makes minor repairs to park benches, bleachers, tables, structures, walks, parking areas, and cleans comfort stations.
- Refers unusual and unsafe conditions to supervisor.
- Ability to work atop a 20 foot ladder
- Assists in preparing ball fields for baseball season.
- Assist in maintaining basketball courts
- Assist in maintaining tennis courts
- Assist in maintaining all playground equipment, and installing new equipment.
- During winter months shovel and plow snow when needed, clear cut brush, trim trees prep equipment for spring.

- Performs other duties, including those of other classifications (higher or lower) and standby crews as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the community.
- Performs other duties, including those of other classifications (higher or lower) and standby crews as assigned and/or as conditions warrant. Observes rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the community.
- Safe application of pesticides as needed in parks as needed to maintain landscape beds, including necessary record keeping per State requirements.

Performs related work as may be required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma or equivalent
- (B) One year work related experience
- (C) Must be willing to obtain pesticide technician application license
- (D) Equivalent combination of related education and experience
- (E) Valid PA CDL class B driver's license.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the use, operation and maintenance of the hand and power tools including chain saws, used in the maintenance of park areas
- (B) Knowledge of the methods, tools and materials used in the maintenance of flower beds, shrubs, and trees.
- (C) Knowledge of potential hazards associated with tree work when assisting tree crew.
- (D) Ability to follow oral, handwritten, and typed instructions.
- (E) Ability to obtain a State Technicians license within 90 days, Applicator's license preferred.

TOOLS AND EQUIPMENT USED

Frequently use shovels, rakes, loppers, and all similar types of hand tools used in ground maintenance, also small power equipment, such as roto tillers, lawn mowers, leaf blowers, hedge trimmers, power planting augers, etc. Also use stump routers Hydro seeders, aerators, small riding mowers, farm tractors with attachments,

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 (sixty) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Allentown
Position Description

Class Title: Tradesman (Carpenter) (includes SB and OT)

Grade Number: 15M

Department: Public Works

Bureau: Building Maintenance

Union: SEIU

GENERAL PURPOSE

Performs skilled carpentry work to maintain and repair city buildings and facilities. Performs a variety of skilled manual labor including, all functions assigned to Maintenance worker II. Carries out routine assignments without detailed instruction, Assists in the performance of skilled tasks. Keep records and prepares reports. Performs related work as required.

SUPERVISION RECEIVED

Works under the supervision of the Facilities Manager.

SUPERVISION EXERCISED

May exercise supervision over a small group of unskilled labors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs SKILLED rough and finish carpentry work.
- Constructs and repairs structural woodwork, cabinets and other wooden equipment and objects.
- Cabinet making, Formica work
- Install aluminum & vinyl siding, down spouts and gutters.
- Repairs & install roofs and coverings (build up, shake, shingle).
- Finishes concrete work.
- Framing (metal and wood studs) related to carpentry.
- Hang and finish drywall, install hardware & hang doors (wooden & metal).
- Interior finishing pertaining to carpentry.
- Install floor tile, and drop ceilings.
- Paint & finish new and old wood.
- Install all molding used in the carpentry trades.
- Plans, lay-out and execute complete carpentry projects; estimates costs and requisitions materials for projects.
- Maintains City locking/card reader system.
- Operates various tools and equipment used in the building trades.

- Operates a truck and other powered equipment and tools.
- Work from scaffolding, pump jacks, roof jacks & ladders.
- Occasionally directs the activities of other employees.
- Prepares and maintains necessary records and reports.
- Performs all functions assigned to any Maintenance Worker class.
- Performs related work as required.
- Other work as needed.
- Assist other maintenance classifications as required.
- Notifies supervisor of material needs and unusual conditions.
- Maintains related equipment, tools, supplies and records.
- Acts as a general handyman on a variety of semi-skilled duties.
- Snow plowing, snow removal, salting and shovel by hand.
- Move furniture, boxes etc.
- Notifies supervisor of unusual conditions.
- Maintains trucks, tools and equipment.
- Performs other duties including those of other classification (higher and lower) and stand by crews as assigned and/or as conditions warrant.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or technical school or equivalent.
- (B) Five (5) or more years experience at the journeyman level or an equivalent combination of training and experience providing the knowledge and abilities to perform the essential job functions.
- (C) Education, knowledge and abilities to perform the duties.
- (D) Certification of completion of a formal apprenticeship program in carpentry or equivalent experience.
- (E) Must have basic knowledge of electrical used for this trade.
- (F) Must be able to do math and measurements used in the contractor's trade.
- (G) Knowledge of standard tools, methods, practices and materials of the carpentry trade.
- (H) Use of all machinery and equipment related to the carpentry trade.
- (I) Use of all tools used in the roofing trade and installations of roof coverings.
- (J) Possession of a valid CDL license - Class B with air brake endorsement.
- (K) Fork lift certified or obtain certification within 90 days.
- (L) Basic knowledge of computers.
- (M) Possess tools normally associated with the trade of carpentry and use these in the performance of the duties of this position.
- (N) Ability to understand and follow complex oral and written instructions and to solve problems.

- (O) Ability to establish and maintain effective working relationships with superiors, other employees.
- (P) Ability to prioritize work assignments resulting in work being performed in the most efficient manner.
- (Q) Basic knowledge of computers.
- (R) Experience in specialized building maintenance functions.
- (S) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the BOCA Code, materials' methods, techniques, and tools commonly used in plumbing maintenance, HVAC and repairs.
- (B) Knowledge of methods, tools and materials used in the construction repair and maintenance of public buildings or similar facilities.
- (C) Ability to pass a practical basic plumbing work test (oil burner and A/C).
- (D) Ability to follow oral and written instructions.
- (E) Ability to perform semi-skilled tasks without close supervision.

SPECIAL REQUIREMENTS

- (A) Possession of a valid drivers' license (CDL Class B) within 6 months of appointment.
- (B) Forklift certification within 6 months of appointment.
- (C) Training will be provided by the city.

TOOLS AND EQUIPMENT USED

- (A) Operate power equipment and tools necessary to trades
- (B) Snowplow and shovels
- (C) Hand Held Radio
- (D) Forklift
- (E) Drive truck
- (F) All other equipment as assigned

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear.

The employee is required to walk, bend and lift frequently; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee must be able to climb ladders at various heights, and work at all levels. Ability to set up and take down scaffolding.

The employee must occasionally lift and/or move up to ninety (90) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVISED 11-11-2013 ABT

Tree Inspector
City of Allentown
Position Description

Class Title: Tree Inspector
Grade Number: 16M
Department: Engineering
Union: SEIU

GENERAL PURPOSE

Tree Inspectors play an integral role in carrying out the City's Tree Code to protect, preserve, restore, and expand the urban forest. The Tree inspector **Perform a variety of skilled inspections and administrative work to ensure trees in the public right of way are compliant with the Shade Tree Ordinance and free of any hazards to public safety.**

The position is of an advanced professional and technical scope in the evaluation and assessment of trees to enforce City tree code regulations. Tree Inspectors perform on-site tree condition assessments, tree risk and tree preservation field inspections, site plan review and tree code compliance investigations to evaluate, process and issue non-development and development tree permits while engaging in extensive public communications and interactions.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Project Manager.

SUPERVISION EXERCISED

May exercise supervision over no one.

ESSENTIAL DUTIES AND RESPONSIBILITIES (List here what you do in your job)

Monitor shade tree work being done in the City of Allentown in accordance with the Shade Tree Ordinance

Perform inspections on shade trees as assigned.

Provide concise reports on inspections as required for proper follow up.

Performs inspections for non-compliance.

Performs inspections on finished work.

Performs follow up phone calls or personal visits with property owners addressing their problems in a professional manner.

Attend monthly Allentown Shade Tree Commission meetings.

Lead Arbor Day Celebration

Review Plans for tree ordinance compliance

Inspect trees for sidewalk contractors and make recommendations to protect existing trees during projects.

Report impending problems to the Public Works Project Manager.

Assist in developing and maintaining tree inventory using GIS

Answer the public's questions about the tree permitting process

Monitor and update acceptable tree planting list, with a focus on native trees.

Assist in tree related grant writing and administration including the development of an urban forest management plan to increase tree cover.

Complete the Pennsylvania Forest Stewardship Program.

Implement the South Mountain Forestry Stewardship Program.

Performs related work as required.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

The City of Allentown values what you can do more than we value where you learned to do it. A bachelor's degree is a good foundation for the work above, and job-related experience around the competencies above is acceptable as well.

- (A) International Society of Arboriculture Certification OR received within 1 year of employment.
- (B) Three years experience in tree maintenance
- (C) Completion of education sufficient to perform the essential duties listed above
- (D) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of methods, tools and materials used in the maintenance of trees.
- (B) Knowledge of the Allentown Shade Tree Ordinance.
- (C)
- (D) Ability to follow moderately complex oral and written instructions

- (E) Ability to instruct others in proper pruning and tree maintenance procedures
- (F) Ability to communicate effectively both verbally and in writing with individuals and groups with diplomacy and professionalism.

TOOLS AND EQUIPMENT USED (list all of the equipment that you use)

Requires intensive daily use of personal computer, tools used in the maintenance of trees, and city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. (Insert here if required to walk frequently, etc.)

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but could become loud at times. (Insert here quiet or loud).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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