



TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL and EXTERNAL POSTING

DATE	July 9, 2020
POSITION	Seasonal Part Time Control Room Guard
DEPARTMENT	Parks and Recreation
HOURLY RATE	\$12.00
JOB DESCRIPTION	See attached
DEADLINE	Open until filled

Applications are available online at www.abingtonpa.gov . Completed applications must be returned to Maria Wyrsta, Manager of Administrative Services, mwyrsta@abingtonpa.gov. For additional information contact Maria at 267-536-1009. Abington Township is an Equal Opportunity Employer.



TOWNSHIP OF ABINGTON

Job Description

Department: Parks and Recreation
Position: Part-time Control Guard - Seasonal
Classification: Salaried/Clerical - Non-Exempt
Reports to: Recreation Supervisor
Supervises: None

Purpose: The primary purpose of this position is to communicate effectively with patrons and staff, operate cash register and computer system, and assist patrons with Township Parks and Recreational areas, which allows the Parks and Recreation Department to provide residents and business owners quality service while complying with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. All work is completed in accordance with township ordinances, policies, procedures, practices, and other laws of the Township and Commonwealth of Pennsylvania. Assignments and supervision is received through a Recreation Supervisor.

Tasks: Interacts pleasantly with residents, customers and the general public; Politely communicates and conveys information to visitors utilizing each facility. Politely communicates and conveys information to visitors utilizing each facility; responsible for keeping up-to-date information on all matters pertaining to the park; enforcing all existing policies and procedures, and to make recommendations to the supervisor concerning these policies and procedures. Must supply reports, verbally and in written form, on all criminal mischief, accidents, and violations of Township ordinance occurring within the park. At the start of each shift, must pass inspection by the on-duty Park Supervisor. Assist with other duties as required. Attends meetings and training as required.

Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Parks and Recreation Department.

Job Standards (Minimum qualifications needed to perform essential functions): Ability to understand and follow instructions; organize and prioritize work load efficiently and effectively; Valid PA Driver's License; Knowledge of the policies and procedures and ordinances that govern the parks under the Bureau's jurisdiction. Operate Township owned vehicle in accordance with all laws of the Commonwealth of Pennsylvania; work with others. Must successfully complete all Child Background and Criminal Certifications and drug test; work well with others.

This is light work requiring the exertion of up to 20 pounds of force occasionally; and up to 10 pounds of force constantly to move objects; work requires reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately,



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loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and/or analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities frequently; Withstand exposure to weather continuously; withstand exposure to wet conditions occasionally. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

Required Skills, Knowledge and Abilities: Employee performs tasks independently and often without direct supervision of each task, although employee will have regular contact with Recreation Supervisor and other assigned Managers. High School diploma or equivalent; knowledge of traffic laws of the Commonwealth of Pennsylvania; a demonstrated ability to work for more than one person; possess excellent organizational skills; ability to establish effective working relationships with department personnel, managers, contractors, residents, and the general public. Employee must be self-motivated with excellent verbal communication skills; ability to work under stressful conditions with frequent interruptions.

Education and Experience: Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the equivalent of graduating from high school or equivalent.

Job Location (Place[s] where work is performed): The Abington Township Parks and facilities within Abington Township and as directed by supervisor.

Equipment (Examples of machines, devices, tools, etc., used in job performance): Township vehicle, telephone, computer, cash register.