



**Job Title:** Park Maintenance Assistant  
**Department:** Parks & Recreation  
**Reports to:** Facilities Maintenance Technician  
**Shifts:** M-F and possibility for weekend and evening

**Classification:** Management  
**Division:** Planning & Operations  
**Duration:** Seasonal  
**Pay:** \$14/hour

### **Position Overview:**

The Park Maintenance Assistant is a seasonal, entry-level position designed for college students interested in parks, facilities, or public service work. This position is responsible for assisting with the upkeep, safety, and cleanliness of park facilities and grounds. Duties include basic maintenance tasks, landscaping support, equipment setup, and responding to routine maintenance needs to ensure parks are safe and welcoming for public use.

Under the direct supervision of the Facilities Maintenance Technician (FMT), the Park Maintenance Assistant supports daily park and facility operations, seasonal preparation, and special events. This position does not perform advanced mechanical, electrical, or technical repairs and always works under close guidance.

This position is typically scheduled from May through August and requires reliability, teamwork, and a willingness to work in an active outdoor environment.

### **Essential Duties and Responsibilities:**

#### **General Maintenance Support**

- Assist with routine park and facility maintenance tasks as assigned by the Facilities Maintenance Technician.
- Perform general labor duties including trash and debris removal, cleaning restrooms, raking, mulching, painting, and basic landscaping.
- Assist with seasonal tasks such as spring openings, summer upkeep, and preparation for special events.
- Help maintain park grounds, playground areas, walkways, and common spaces to ensure cleanliness and safety.

#### **Facilities & Equipment Support**

- Assist with basic facility tasks such as changing light bulbs, setting up equipment, and moving materials or supplies.
- Report maintenance issues, safety concerns, or damaged equipment to the Facilities Maintenance Technician promptly.
- Support minor preventative maintenance activities under supervision.

#### **Safety & Inspections**

- Assist with routine visual inspections of parks, playgrounds, and facilities under the direction of the Facilities Maintenance Technician.



**City of St. Marys  
Department of Parks & Recreation**

**Park Maintenance Assistant  
2026 Job Description**

- Follow all safety guidelines, department procedures, and equipment use protocols.
- Maintain a safe and respectful environment for park users and coworkers.

Event & Department Support

- Assist with setup and breakdown for department programs, rentals, and special events as needed.
- Provide general support to the Parks and Recreation Department during peak usage periods.

Supervision

- This position reports directly to the Facilities Maintenance Technician.
- All work assignments, schedules, and duties are provided and overseen by the Facilities Maintenance Technician.

**Required Qualifications:**

- Currently enrolled in PA Accredited University or college.
- Ability to follow instructions, work as part of a team, and complete assigned tasks reliably.
- Valid Pennsylvania driver's license with a clean driving record preferred.
- Ability to obtain First Aid and AED certification if required.
- Successful completion of all required pre-employment clearances, including PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check.

**Preferred Skills & Qualifications:**

- American Red Cross Community First Aid and Safety certification

**Working Environment & Expectations:**

- 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.
- While performing the duties of this job the employee is regularly required to stand, walk, sit, stoop, reach with arms and hands, climb ladders, crawling in/through low spaces. Tasks include the need for hand finger dexterity, clear speech, hearing/listening, reading and writing, lifting and moving related equipment, heavy equipment. The employee must be able to lift and/or move objects of at least 50 pounds
- Work may include early mornings, occasional evenings, weekends, or holidays based on department needs and events.

**Application Process:**

Complete the online application ([www.stmaryspa.gov](http://www.stmaryspa.gov)) and submit a resume with 3 professional references.



**This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Individuals may be requested to perform job-related responsibilities and tasks her than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible.**

**Park Maintenance Assistant Job Description Approved:**

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City Manager

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Date