



Position Description

Job Title:	RSI – Seasonal Turf Inspector	Revision Date:	2/11/22
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Joshua Bell
Hourly Rate:	\$14.50/hour	Application deadline:	Open Until filled
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Turf Management Division is responsible for the oversight of all turf grass mowing at PPR sites and some traffic islands throughout the City of Philadelphia. The mowing of PPR turf is accomplished through the use of private contractors.

The Recreation Specialty Instructor (RSI) will assist the contract administrator in the inspection and monitoring of turf mowing operations. This position will conduct inspections to ensure that the landscape contractors comply with contract terms, schedules and specifications and meet City and departmental standards for quality work.

Responsibilities

- Perform technical inspection and monitoring of contractors
- Ensure contractors comply with the terms of the contract, schedules and specifications and meet current standards for quality of work
- Perform data entry on a computer spread sheet or cell phone into turf data base system.
- Assist in maintaining effective and efficient records system
- Other related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Ability to use basic office equipment (including a photocopy machine, facsimile machine, etc.)
- Ability to follow written and verbal instructions
- Ability to work independently as well as part of a team
- Knowledge of customer service best practices
- Ability to provide excellent customer service via phone and email
- Good attention to detail and excellent organizational skills

Qualifications (Education and Experience)

- High School Diploma or Equivalent
- Two years of experience in landscape maintenance
- Must have reliable transportation with a valid PA driver's license

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
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- Interested candidates must submit a resume and cover letter to **Joshua.Bell@phila.gov**
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>