



# PHILADELPHIA PARKS & RECREATION

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Philadelphia Parks and Recreation is seeking to hire a Seasonal Maintenance Attendant to increase our capacity to serve the Citizens of Philadelphia by supporting operations at the Fairmount Park Organic Recycling Center. The hourly pay rate is \$16.50. Interested candidates should review the information below and email their resume to [natalie.walker@phila.gov](mailto:natalie.walker@phila.gov).

The Seasonal Maintenance Attendant will be stationed at the Fairmount Park Organic Recycling Center (ORC) supporting the City's goals of Zero Waste & Litter, and other sustainable practices. Reporting to the District Supervisor, this position will provide customer service, monitor materials drop offs, and assist with general clean-up activities. Focus initiatives for this position include tracking and reporting of organic materials and improving waste diversion at the Fairmount Park Organic Recycling Center.

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The position is a combination of office and field-based activities and included routine turf and grounds maintenance work, processing data and reports via electronic means, and working with internal and external parties interpersonally. Employees in this class provide these services on a temporary, seasonal basis. Work is performed under the close supervision of a lead worker or a labor crew chief and involves some disagreeable aspects.

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## TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

- Direct visitors and customers from private companies, city agencies, and the residential community to the appropriate areas to pick-up or drop-off organic materials
- Monitor drop-offs to make sure loads are clean and uncontaminated and record contamination
- Assist with general clean-up of the Recycling Center grounds including collecting litter and debris; organizing wood, stone, and other materials; and removing invasive vegetation where appropriate
- Assist in operating the scale-house, where vehicles weigh in, by recording entrance and exit weights of vehicles in Microsoft excel
- Direct customers on how to pay for credit card transactions and fill out receipts for charges to customers
- Input and calculate data in Microsoft excel, ArcGIS, or other platforms as needed
- Generate annual, seasonal, monthly, or singular event-based reports to show statistics and change over for materials at the Organic Recycling Center
- Communicate with operations staff around sustainable practices and gather qualitative data where necessary
- Answer the phone and provide basic customer service and information when operating the scale-house



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## REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

- Proficiency in Microsoft Office software
- Excellent written, verbal, and electronic communication
- Understanding of and ability to calculate data gathered over time
- Ability to perform a variety of manual tasks
- Ability to learn grounds maintenance operations

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## MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

### EDUCATION

- No previous experience or education required

### REQUIREMENTS

- Ability to physically perform the duties to work in the environmental conditions required of a position in this class
- Must be a Philadelphia resident