

## **COLTS NECK TOWNSHIP**

### **DEPARTMENT OF RECREATION & PARKS**

#### **Responsibilities and Qualifications**

#### **Job Title: Seasonal Recreation and Park & Trail Maintenance Staff**

##### **Description of Responsibilities:**

- Assist in the daily maintenance of the Colts Neck Township parks, fields, trails and recreational facilities
- Prepare ball fields for practice and play including edging, grading, dragging and repair as needed.
- Trash removal from Township Parks as needed
- Assist in inspections of Township playground areas.
- Maintain trail system throughout the Township including cutting and removal of any overgrowth.
- Assist with setup and breakdown for Township Recreational Fall/Winter Events
- Paint and repair facilities as weather and time allows.
- Inspect trails and fields and submit work orders as needed.

##### **Qualifications:**

- Current driver's license and reliable transportation
- Ability to use a variety of tools and machines (training will be given on various tools and machines)
- Prior work in landscaping, field and facility maintenance or similar recommended but not required
- Good writing and communication skills
- Positive attitude and strong work ethic
- Ability to be flexible with schedules and plans
- Some weekends, nights and holiday work may be required.

**Special Qualifications:** Understanding and appreciation of all Recreation activities, familiarity with methods of planning, equipping and maintaining recreation areas and facilities; ability to organize and conduct recreation and park programs.

**Physical Requirements:** 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in recreational fields, parks and outdoor settings.

Hand-eye coordination is necessary to operate equipment. While performing the duties of this job, the employee is frequently required to stand, or sit and talk or hear. The employee is required to walk; use hands to find or operate objects, tools or controls; and reach with hands and arms. The Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. 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

**Rate of Pay:** Competitive hourly wage with up to 28 hours a week of work from October to December.

Interested applicants should fill out an application [Colts Neck Township Employment Application](#) along with a resume with noted experience to Director of Recreation and Parks, Colby Marques at [cmarques@coltsneck.org](mailto:cmarques@coltsneck.org) or by mailing it to 14 Heyers Mill Rd, Colts Neck Township, NJ 07722 by Friday, October 9, 2026.