

**MT. LEBANON, PENNSYLVANIA**  
**JOB DESCRIPTION**  
**FEBRUARY 2018**

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**TENNIS CENTER MAINTENANCE PERSON**  
**REPORTS TO: TENNIS CENTER MANAGER**  
**GIVES DIRECTION TO:**  
**FLSA STATUS: NON-EXEMPT**

**NATURE OF WORK**

This is a part-time working position responsible for maintaining the outdoor tennis courts, grounds and tennis center building.

**ESSENTIAL JOB FUNCTIONS**

Sweeps lines and waters all 15 clay courts each evening.  
Empties trash and recycling containers.  
Cleans debris from courts, and picks up litter around the Tennis Center.  
Removes weeds from courts and planting beds.  
Assists with tournaments and special events as required.  
Operates Super Sopper to remove water from the courts.  
Cleans the restrooms and tennis center building.

**OTHER JOB FUNCTIONS**

Performs all other work assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of basic tools.  
Knowledge of basic cleaning techniques used in facilities.  
Interpersonal skills.  
Ability to learn tennis court maintenance.  
A general understanding of tennis is preferred.  
CPR/AED certification desired.

**REQUIRED EDUCATION, TRAINING & EXPERIENCE**

No additional education, training or experience is required.

**PHYSICAL DEMANDS**

Hearing, seeing (close up and distance), walking, standing, sitting, climbing, bending, speaking, hand movements, holding, lifting (20+ lbs.) waving arms, running, carrying, pushing, pulling, reaching, grasping, and feeling.

Mental demands: Concentration on tennis court surfaces, grounds and tennis center building. Decisions on appropriate maintenance required.

Environmental demands: Ability to tolerate hot and cold temperatures.

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The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Employee acknowledgement of receipt of job description:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**