

Moore Township Job Description

Job Title: Open Space Coordinator

Supervisor: Township Manager

Date: August 8, 2025

FLSA: Exempt

Definition:

Full-time salaried employee responsible for managing and coordinating the Township's Open Space Program, Land and Environmental Preservation Board (LEPB), MS4 Program, and special projects.

The work schedule is hybrid, with regular hours of 8:00 AM to 4:00 PM, Monday through Friday, with potential evening, weekend, and holiday work. In-office hours will vary depending on Township and program needs.

Supervision:

Receives general supervision from the Board of Supervisors, Township Manager, and works closely with other boards, committees, departments, staff, and the public. May provide directions to assigned staff and volunteers.

Responsibilities:

- The details provided herein are intended to outline the primary functions and responsibilities of this position. They are not all-inclusive and may be subject to change. Additional duties may be assigned as necessary to meet the needs of the organization.
- Project Management for construction, trail, or other projects as directed by the Board of Supervisors.
- Professionally represent the township when interacting with the public, officials, staff, vendors, and stakeholders.
- Public outreach, education, participation, and planning.

Open Space Program:

- Administer the acquisition of open space properties and conservation easements.
- Ensure safe and effective maintenance of Township land and facilities.
- Oversee, manage, and in some cases perform construction, maintenance, restoration, and repair of Township recreational properties and assets.
- Assist with GIS mapping, tracking, annual easement monitoring/reporting, and enforcement.
- Maintain detailed files and annual monitoring for open space and preserved properties.
- Collaborate with various stakeholders and organizations.

Land and Environmental Preservation Board (LEPB):

- Attend LEPB meetings and assist with agenda preparation and minutes.
- Support LEPB projects and activities, including Township E-Recycling Event, Open Space Open House, and other events.
- Coordinate LEPB input with other departments and entities.

MS4 Program:

- Oversee and administer all aspects of the MS4 program, including public education, illicit discharge monitoring, and stormwater management.
- Ensure compliance with regulatory requirements and maintain detailed records for reporting.

Special Projects:

- Find funding opportunities, write polished proposals, complete grant applications, and administer and manage grant funded projects.
- Support Township programs, projects, and activities as directed by the Board of Supervisors.

Qualifications:

- High School Diploma or G.E.D. with knowledge or coursework in park maintenance, resource management, or related field.
 - Preferred: Accredited college degree in park maintenance, resource management, or a related field.
- Valid Pennsylvania Driver's License
- Possession of, or ability to obtain, certification for use of pesticides and herbicides for aquatic and terrestrial environments within one (1) year of employment.
- At least one (1) year of experience in construction, maintenance, and/or repair of parks, open spaces, and related facilities.
- Knowledge of relevant laws and regulations.
- Ability to perform a variety of construction and maintenance tasks with minimal supervision.
- Proficiency in Microsoft Office Suite and GIS software.
- Any combination of education, experience, and skills may be considered, with the expectation of receiving necessary qualifications within one (1) year of employment.

Physical Demands:

- Mobility to work in the field and perform medium to heavy physical work.
- Ability to lift and carry materials up to 50 pounds.
- Work under various outdoor conditions and adhere to safety procedures.

Environmental Elements:

- Exposure to loud noise, inclement weather, chemicals, and hazardous conditions.
- Interaction with upset staff and public representatives.

Working Conditions:

- May require evening, weekend, and holiday work.
- Adherence to strict safety procedures and use of protective equipment.