



## **Public Works Maintenance Laborer**

Public Works Department

Job Description

### **Job Objective / General Description:**

This position is a full-time, non-exempt position responsible for supporting both scheduled and emergency work of the Township. Responsibilities include but are not limited to, the planning, operation, maintenance, repair, and improvement of Township-owned buildings, facilities, grounds, parks, open spaces, recreational structures, roads, bridges, and rights-of-way using authorized equipment and established maintenance practices.

This position requires a dependable, flexible, and self-motivated individual that can work independently or as a productive member of a team. The successful candidate must communicate effectively and professionally while supporting the goals and objectives of the Township.

### **Supervision:**

Employee may supervise peer employees on specific projects or seasonal employees and/or volunteers assigned. This position reports to the Director and Assistant Director of Public Works. May report to other department heads when performing joint tasks.

### **Minimum Education, Training and Experience Required:**

- High School/Trade School Diploma or equivalent.
- A minimum of one (1) year of previous experience with some formal training or vocational education in road construction is preferred.
- General knowledge of the operation, maintenance, and repair of Township infrastructure and facilities.
- Ability to safely operate assigned equipment, vehicles, machinery, and tools using accepted practices, methods, and materials.
- Valid Pennsylvania driver's license with a clean driving record required.
- Ability to obtain and maintain a Pennsylvania Class A Commercial Driver's License (CDL), along with any additional licenses or certifications required by the Township.
- Shall be able to safely and efficiently operate a vehicle with snowplow and salt spreader.
- Current or ability to obtain CPR, Basic First Aid, and Bloodborne Pathogen certifications.
- Must be highly motivated, able to follow established procedures, exercise common sense and sound judgment for the prevailing conditions and meet work quality and quantity expectations while working unsupervised and independently.

- Shall have the ability to communicate effectively, both orally and in writing, and able to follow verbal or written directions. All communication must be done in the English language.
- Shall have the ability to keep accurate written records as directed.
- Shall have the ability to read and interpret labels on chemicals and supplies.
- Knowledge of the use of all common hand tools and road and maintenance equipment is required.

**Essential Job Functions:**

- Performs all work relative to job function in accordance with sound safety practices.
- Utilizes vehicles, power equipment and hand tools necessary to accomplish assigned tasks.
- Ensures safe environment on public roadways by implementing or assisting with repairs, traffic control, and directional signage.
- Participates in emergency on-call and perform weather related and emergency service as required.
- Voluntarily participates in the on-call program requiring an employee be available off hours for any call-in work.
- Participates in Township snow removal/icing abatement operations.
- Performs regular inspections of Township assets and promptly communicates observations that cannot be resolved immediately to immediate supervisor or appropriate personnel.
- Responds to public inquiries in a courteous manner, provides information within scope of authority and knowledge, and reports inquiries whether resolved or not to immediate supervisor.
- Observes and promptly communicates abnormalities and concerns that are averse to the goals and objectives of the department.
- Performs routine service and minor repairs on buildings, systems, and office furnishings.
- Assists with set-up and breakdown for various special events.
- Ensures security of all Township buildings and protection of assets through use of all available means and systems.
- Assists in the development and preparation of project work supporting the operation, maintenance, and repair of Township property.
- Performs initial maintenance care of Township vehicles and equipment. Performs routine preventative and corrective maintenance. Promptly communicates unresolved issues and concerns to immediate supervisor.
- Informs Director and Assistant Director of Public Works of any need for training to ensure safe and reliable work.
- Attends meetings, training courses, seminars, workshops, and conferences as required by the Director of Public Works and Township Manager.
- Shall obtain additional training in support of new equipment and technologies beneficial to the Township; or as directed.
- May perform duties of similar complexity in other departments as required or assigned.

**Working Conditions / Physical Requirements:**

Work is primarily outdoors but may occasionally include indoor responsibilities at Township facilities. An employee shall have the physical strength and ability to perform moderate to heavy manual labor, including frequent bending, walking, and heavy lifting. Must be able to lift and move over 50 lbs. on a regular basis. Must have good stability and balance and be able to retrieve objects requiring bending, twisting, and other gross motor movements on a daily basis. Shall have manual dexterity and good fine motor movements required to operate a large variety of machinery and tools. Shall have no physical or mental impediments which would be deemed to put the employee, co-workers, or others at risk of harm; shall be willing to work outdoors in a variety of weather and temperature conditions, including having the stamina to maintain continuous physical effort for the duration of the shift on a regular basis. During investigations, the employee may occasionally be exposed to hazardous sewer gases and unseen hazards such as bloodborne pathogens in sewer lines and is required to observe and undertake proper safety precautions and be responsible for OSHA regulations within the department.

This position is subject to stressful situations and demands meeting project deadlines or responding to emergencies and may require working more than forty (40) hours per week. Attendance at night meetings may be required. On-call responsibilities are required.

**Selection Guidelines:**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed 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.

Formal applications, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests may be used to evaluate a Candidate's qualifications for this position.

**Evaluation:**

Evaluated annually by the Director of Public Works with copy to the Township Manager.