PART-TIME/SEASONAL LABORER  
PUBLIC WORKS

POSITION SUMMARY

Performs a variety of unskilled and semi-skilled maintenance work and operates a variety of equipment in the construction, operation, maintenance, and replacement of Township water, sewer, street, the storm drainage facility and systems, and Park and Recreation facilities. The part-time seasonal laborer works under the direct guidance and instruction of an assigned foreman and under the general supervision of the Superintendent of Operations.

Work is performed during regularly scheduled hours and may involve additional hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned or required.

• Performs required labor involved in construction and maintenance, including loading and unloading heavy materials from trucks and vans, and moving or aiding in moving heavy boxes or equipment.

• Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

• Operates small equipment and tools, construction and power equipment such as mowing equipment.

• Maintains, repairs, and install various items needed within Township facilities such as doors, cabinets, ceiling and floor tile, window glass and any general items in need of repair or construction.

• Cleans and mows parks and playground areas, maintains adjacent buildings, keeps recreation areas, including court surfaces, free of debris and dangerous obstructions. General repairs.

• Performs repairs to booster pumping stations, sewer systems, streets and storm drainage systems to ensure that all aspects of the system are functioning properly.

QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities

• Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
PART-TIME/SEASONAL LABORER

- Working knowledge of the hazards and safety precaution common to municipal construction, maintenance and repair activities.

- Ability to learn the operation of listed tools and equipment.

- Ability to perform heavy manual tasks for extended periods of time.

- Ability to work safely.

- Ability to communicate effectively verbally and in writing using the English language.

- Ability to establish and maintain effective working relationships with employees, other departments, and the public.

- Ability to understand and carry out written and oral instructions.

**Education and Experience**

- Graduation from a high school or GED equivalent.

**SPECIAL QUALIFICATIONS**

- Valid Pennsylvania Driver’s license and CDL certification or the ability to obtain one prior to employment.

**EQUIPMENT USED**

- Motorized equipment, chippers, tampers, plate compactors, saws, pumps, ditch witches, mowing equipment, compressors, sanders, generators, common hand and power tools such as saws, drills, sanders, hammers, shovels; detection devices, mobile radios, computers and phones.

**PHYSICAL DEMANDS**

- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
• The employee is frequently required to stand, talk, and hear.
• The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.
• The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and or move 100 lbs.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee regularly works in outside weather conditions.
• The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
• The employee must occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electric shock.

SELECTION GUIDELINES

• Formal application, rating of education and experience; oral interview and reference check; physical, alcohol and controlled substance abuse, and job related tests may be required.
• 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.
• The 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.

Updated January 2018