

## GENERAL JOB DESCRIPTION

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**TITLE:** Maintenance Laborer/Operator  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director  
**FLSA:** Non-Exempt  
**SALARY:** Refer to approved salary range schedule

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### Position Summary

Responsible to the Public Works Foreman for carrying out duties and responsibilities as related to the maintenance of township roads, parks, storm drain systems, and buildings.

### Essential Functions:

- Performs road maintenance work on Township streets, traffic control signs and signals, and storm drain systems.
- Performs snow removal and brush and leaf collection; mows/trims/cuts/chips on Township properties and parks, including within street right-of-ways.
- Responds to emergency maintenance call-outs during all hours, all days of the week.
- Performs preventive maintenance work and minor repairs of vehicles and equipment.
- Completes construction projects related to the maintenance of Township buildings and parks.
- Performs other duties as needed for the maintenance of Township roads, parks, storm drain systems, and buildings.
- Performs custodial work at the Township office building and Public Works buildings.
- Performs other work-related duties, as assigned.

### Qualifications

#### Education:

- High school diploma or GED equivalent is required.
- Technical training; exposure to roadway equipment preferred.

#### Work Experience:

- One (1) to two (2) years of road construction and maintenance or similar type experience required.

#### Knowledge/ Skills/Abilities:

- Ability to operate a variety of light to heavy equipment.
- Willingness and ability to perform manual work following verbal and written instructions.

- Some knowledge of proper use of equipment, materials and supplies used in heavy/highway construction work.
- Ability to recognize work safety hazards and properly utilize personal protective equipment.
- Ability to work independently, and with others, and complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand, follow and transmit written and oral instructions.
- Ability to meet attendance schedule with dependability and consistency.

Required Certifications/Other:

- Possession of a valid Pennsylvania driver's license.
- Pennsylvania CDL – Class A with air brake endorsement; must have a safe driving record.
- Subject to drug and alcohol pre-employment testing and random testing as required by the FHWA.

**Physical Demands and Work Environment**

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

The employee regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus.

The employee must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Excellent stamina is required.

The noise level in the work environment is generally loud.

**Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

\_\_\_\_\_

Manager’s Name

\_\_\_\_\_

Date

**Acknowledgement**

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

**Job Incumbent Signature**\_\_\_\_\_

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

**Legal Disclaimer:** The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.