

Halfmoon Township Job Description

Public Works Laborer

JOB SUMMARY

This position is responsible for general maintenance and upkeep work on Township roads, streets, parks, equipment, buildings, and properties. The employee regularly works near moving mechanical parts, equipment, and machinery and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Employee operates various hand and power tools including mowers, saws, brush cutters and other equipment of similar complexity. Work is assigned and supervised by the Roadmaster. Specific instructions are given on new duties, but once standard operations are learned, the incumbent is expected to work without constant supervision. This position is an hourly, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs roadway and right-of-way maintenance and upkeep including, but not limited to, patching road surfaces, cleaning and sealing of surface cracks, removal of snow and ice, berm and shoulder repairs, cleaning of stormwater inlets, repair/replacement of traffic control signs, roadside mowing, tree and branch trimming, and vegetation control.
- Applies weed killers, snow and ice control materials and other maintenance chemicals under the direction of the Roadmaster.
- Operates vehicles, such as dump trucks and backhoes, to transport tools and materials to work sites. Loads/Unloads materials and tools from trucks.
- Operates snowplow, cindering, and salting machinery.
- Maintains and repairs Township equipment ensuring parts are lubricated, oil and filters have been changed, and other minor maintenance functions are completed. Keeps vehicles and equipment clean.
- Keeps public parks clean and safe, including painting buildings and fencing, mowing grass, picking up leaves, mulching flower beds, and removing snow and ice during hazardous weather conditions. Oversees parks equipment compliance improvements when necessary.
- General building maintenance responsibilities such as painting, changing light bulbs, cleaning up spills, and repairing minor wear and tear or damage.
- Informs Roadmaster of observations of Township roads, reporting any damaged, knocked down, or missing signs, potholes, flooding, or other areas of concern.
- Participates in ruff raff days (bulk trash collection).
- Holds monthly safety committee meetings and maintains compliance with safety committee certification.
- Handles emergency on-call assignments in addition to or in lieu of Roadmaster when necessary. Ability to respond to emergencies when requested.
- Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the proper operating procedures and safety practices associated with power tools, trucks, construction equipment, and motorized equipment. Knowledge of State laws pertaining to the operation of motor vehicles.
- Skilled in the use of a variety of hand tools, power tools, and motorized equipment.
- Ability to understand and follow oral and written instructions.
- Basic understanding of and ability to use computers, including email, internet, word processing, etc.
- Professional demeanor in stressful or emergency situations.
- Ability to establish and maintain effective working relationships.

- Ability to work independently or with a team in a hectic environment.

EDUCATION AND/OR EXPERIENCE

High school graduate, or equivalent, with 2-years' experience in operation of trucks and construction equipment or any equivalent combination of experience and training.

Must have a valid Pennsylvania motor vehicle driver's license.

Pennsylvania Commercial Driver's License, Class A or B, or must obtain license within six months of employment.

Pre-employment drug test required.

PHYSICAL, ENVIRONMENTAL & SENSORY REQUIREMENTS

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to approximately 80 pounds). Tasks may require crouching, bending, climbing and outside work in all weather conditions. Tasks that require moving objects of significant weight may require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of standing and/or walking.

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, heat, rain, snow, fumes, etc.).

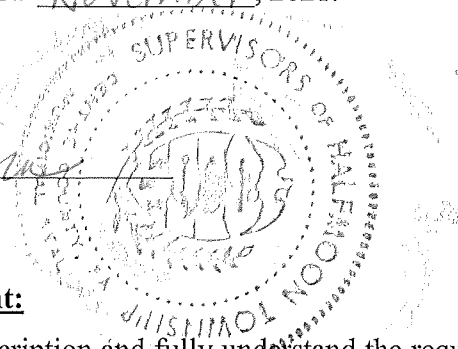
Some tasks require manual dexterity, fine motor skills, hand-eye coordination, and sound and visual perception and discrimination. Some tasks may involve identifying and distinguishing colors. Tasks require clear oral communications ability.

NOTE: This description is the present overview of the job and is subject to change by the Township.

APPROVED BY MAJORITY VOTE OF THE BOARD OF SUPERVISORS OF HALFMOON TOWNSHIP
ON THIS 18th DAY OF November, 2021.

ATTEST:

Denise Gembusia
Denise Gembusia, Secretary



HALFMOON TOWNSHIP

Danielle Del Corso
Danielle Del Corso, Chair

Employee Acknowledgement:

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Employee Signature

Date

Employee Name