

**EAST VINCENT TOWNSHIP
EMPLOYEE JOB DESCRIPTION**

POSITION TITLE: Public Works Laborer	DEPARTMENT: Public Works Department
POSITION EFFECTIVE:	REPORT TO: Public Works Director
SALARY GRADE:	LOCATION: Public Works Facility
	PROBATION PERIOD: 6 Months

OBJECTIVE:

Performs manual labor in the maintenance of Township parks, roads, buildings, sewers, signs, signals and other maintenance duties.

DUTIES & RESPONSIBILITIES:

1. Operates various hand and power tools
2. Performs street maintenance and repair: fills potholes with cold patch; prepares road base; resurfaces streets with asphalt; rakes stone and asphalt; rebuilds curbs, manhole covers and storm water inlets with concrete; mixes concrete, picks leaves; brush collection; picks up refuse; and non-combustible materials.
3. Loads and unloads materials from truck; picks-up leaves from Township; rakes leaves; moves office furniture and supplies.
4. Trims and removes trees and vegetation.
5. Clears debris from storm sewer inlets and creeks.
6. Removes debris from road shoulder.
7. Mows grass along roads and in and around Township parks and properties.
8. Paints Township buildings, structures and equipment.
9. Paint stop lines.
10. Washes and services trucks with water, gas and oil.
11. Installs and erects street signs.
12. Responds to highway emergencies and disperses sand or absorbent material for different types of spills.
13. Snow and ice removal and other weather-related emergencies – will require evening, weekend and holiday work, as needed.
14. Perform all other duties as assigned.

QUALIFICATIONS:

- Valid Pennsylvania Driver’s License; Commercial Class A or B required with in six months of hire date.
- Ability to understand and follow instructions.
- Ability to continuously handle tools and construction materials.
- Ability to stand, walk, frequently lift up to 60 lbs., carry up to 60 lbs., and push and pull up to 40 lbs.
- Able to sit, recline, climb, balance, kneel, crawl and occasionally perform fine manipulation.
- Has visual acuity (mid and far vision, and field of vision continuously; near vision; depth perception; and occasionally color vision).
- Frequently withstand continuous exposure to various weather patterns.
- Frequently withstand exposure to high noise levels and vibrations.
- Frequently withstand extreme cold and wet conditions during rainy, snowy weather.
- Work with moving machinery; slippery and/or uneven surfaces; unprotected heights; sharp edges; hot surfaces; dusty conditions, and confined spaces.
- Must work effectively with others.

EQUIPMENT:

- Shovel, Rake, Pick
- String Trimmer
- Lawn Mower, Pumps
- Broom, Jackhammer, Sledgehammer
- Circular Saw, Chain Saw
- Tar Pot, Asphalt Vibrator
- Blowers
- Hand Tampers, Generators
- Safety Wear and Protective Gear (furnished by Township) must be worn at all times

DO NOT WRITE BELOW THIS LINE UNTIL INSTRUCTED

This Job Description is designed to accurately reflect the job duties and responsibilities. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that does not cause an undue hardship.

By signing below, I acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description. I understand I am NOT required to meet the Secondary Functions, if any are listed.

JOB DESCRIPTION TITLE:

Public Works Laborer

TODAY'S DATE:

PRINTED NAME:

NEW HIRE SIGNATURE:
