

## **East Fallowfield Township Job Description**

<b>Position Title:</b>	Laborer (Part-Time)
<b>Reports To:</b>	Road Foreman
<b>Supervises:</b>	N/A
<b>Union Affiliation:</b>	Teamsters Local 312
<b>Classification:</b>	Non-Exempt
<b>Pay:</b>	\$20/Hourly (No benefits)

### **I. DESCRIPTION**

The purpose of this job is to perform extensive, strenuous manual labor relating to the maintenance and repair of East Fallowfield Township's roads, parks and other property. The Laborer reports directly to the Township's Road Foreman and the Assistant Road Foreman (in the absence of the Road Foreman)

Duties and responsibilities include, but are not limited to, the following: operating heavy equipment and vehicles relating to the maintenance and repair of Township roads, parks and other public property, as is assigned by the Road Foreman; performing strenuous physical labor; and performing manual labor during severe and/or inclement weather conditions. Part-time laborer employees must work less than 120 hours per month.

### **II. GENERAL JOB RELATED REQUIREMENTS**

- May be required to work on nights, weekends and holidays, including religious holidays.
- Regular and predictable attendance is required.
- Must work cooperatively with others.
- Must relate to Township citizens in a professional, courteous and respectful manner.

### **III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

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

- Reports directly to the Road Foreman on a day-to-day basis.
- Perform daily manual labor to maintain and repair the Township's facilities, parks, roads, roadside drainage swales, culverts, pipes, and other public property. The manual labor to be performed involves strenuous physical effort and exposure to uncomfortable working conditions.

- Operate various heavy equipment, including, but not limited to, dump trucks (with or without a plow and cinder spreader), backhoes, road graders, road mowers, and numerous types of hand and power tools.
- Plow snow (as well as spreading salt and anti-skid) on the Township's roads, at Township facilities and at other public properties.
- Pave and patch roads; patch road surfaces by cleaning potholes, apply patching material; level and compact road surfaces; clean and ditch roadside draining swales; install and clean culverts and pipes.
- Direct traffic and perform duties of a flagman in work zone areas.
- Perform maintenance duties on Township vehicles and equipment such as: washing and cleaning, oil changes and lubrication; minor repairs; loading and unloading materials and tools from trucks and other heavy equipment.
- Cut grass, brush, trees and branches by using hand and power tools; paint Township street signs; erect and repair road signs; and sweep road intersections of accumulated gravel and debris.
- Follow instructions given by the Road Foreman on new duties, but once standard operations are learned, the person in this position is expected to work without constant direction.
- Follow proper safety procedures
- Any other tasks or duties deemed necessary or appropriate by the Road Foreman, Assistant Road Foreman (in the absence of the Road Foreman) or Township Manager.

#### **IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

##### **Physical & Mental requirements**

- The person in this position constantly works and performs physical manual labor in outdoor weather conditions.
- The person in this position will be exposed to severe and/or inclement weather conditions when performing the work required by the position, as well as when traveling to and from the job.
- The person in this position constantly operates, moves and transports various vehicles, equipment and machinery, all of which may present a danger of injury, serious injury or death. The person must be able to use body members to operate, work, move or carry equipment, objects or materials.

- The person in this position will constantly be required to lift tools, equipment and other objects weighing up to eighty (80) pounds.
- The person in this position must have minimum levels of eye/hand/foot coordination.
- The person in this position constantly positions oneself to perform physical labor in a standing, crouching, stooping, kneeling or crawling fashion. The person may occasionally be required to ascend/descend a ladder or other similar device in order to perform the essential functions of the job.
- The person in this position may be required to communicate with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position is required to have the ability to learn and understand relatively complex principles and techniques; to make independent judgment in the absence of management.
- The person in this position is required to have the ability to safely operate all vehicles and equipment at all times.

**In terms of an 8 hour workday:**

**Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.**

Job requires the physical ability to:

- a) Stand: frequently
- b) Sit: frequently
- c) Walk: occasionally

Job requires the physical ability to lift/carry:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: frequently
- c) 21-50 lbs.: frequently
- d) 51-80 lbs.: occasionally
- e) 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: frequently
- c) 21-50 lbs.: frequently
- d) 51-80 lbs.: occasionally
- e) 81-100 lbs.: occasionally

Job requires the physical ability to use the following repetitive movements:

- a) Fingers: continuously
- b) Wrist: continuously
- c) Arm/Shoulder: continuously
- d) Leg: continuously
- e) Foot: continuously

Job requires the physical ability to function in activities involving:

- a) Bending: continuously
- b) Stooping: continuously
- c) Twisting: continuously
- d) Reaching: continuously
- e) Crouching: continuously
- f) Crawling: rarely
- g) Kneeling: frequently
- h) Climbing: occasionally
- i) Handling: frequently
- j) Pinching: frequently

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: occasionally

## **V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- General knowledge of road construction and maintenance.
- Ability to legally operate a commercial vehicle
- Knowledge and ability to drive trucks and other vehicles, to plow snow and operate heavy equipment.
- Ability to perform routine service and maintenance of Township equipment.
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Ability to establish and maintain effective working relationships with employees, Road Foreman, Assistant Road Foreman, and others as appropriate.
- Ability to obtain working knowledge of federal, state and local statutes and regulations affecting the position's operations.
- Ability to obtain knowledge of highway maintenance practices and road repair techniques in all weather conditions.

- Ability to obtain knowledge of paving and paving materials and practices, and draining and culvert construction.
- Ability to obtain knowledge of safe gravel pit practices.
- Ability to utilize and understand applications and techniques as necessary in the performance of daily operations.

## **VI. GENERAL TRAITS AND ATTRIBUTES**

- Cooperates with the Township Manager and Staff in making the Township building a desirable and pleasant environment for coworkers and the general public.
- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

## **VII. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE**

- High School Diploma or its equivalent required.
- Minimum one (1) years' experience in a position involving road construction and maintenance.
- Minimum (1) years' experience driving trucks, plowing snow and operating heavy equipment.

## **VIII. REQUIRED LICENSES AND CERTIFICATES**

Must possess a valid, current Commercial Driver's License, with a minimum Class "B" certification.

The Township Manager reserves the right to amend the Laborer's job description from time to time by resolution or ordinance.

My signature below indicates that I have read the job description for the Laborer position and I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_