

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



POSITION TITLE: PART-TIME TEMPORARY LABORER	BAND: MAINTENANCE	BBP CLASS: 1
DEPARTMENT: PUBLIC WORKS	SUPERVISOR: MAINTENANCE SPECIALIST II (PARKS)	ACCOUNTABILITY: PARKS OPERATIONS SUPERVISOR
NAME:	ISSUE DATE:	PAGES 2

POSITION SUMMARY:

Work consists of maintenance of municipal property such as streets, right-of-ways, buildings and grounds, and parks. The use of manual and power-operated tools is required, and safety equipment is provided and required. Work is mostly performed out-of-doors in all types of weather and may require overtime in times of emergency and in severe weather conditions. Job assignments are specific and detailed and results are evaluated.

ESSENTIAL FUNCTIONS OF THE JOB:

Repairs pavements and other items within street rights-of-way.

Performs manual labor tasks such as shoveling, digging, painting.

Assist with Highway Department duties as needed.

Operates lawn maintenance equipment.

Mows, trims and cleans up road sides, performs tree trimming and plant trees and shrubs as requested.

Mows, trims and cleans, and provides all types of maintenance to parks, pavilion and roads within parks.

Prepares sports fields at the beginning of season and provides maintenance throughout season.

Performs manual tasks associated with loading and unloading trucks.

Performs duties in the best interest of Lower Allen Township and its residents at all times.

OTHER FUNCTIONS:

Operates pick-up truck with equipment to job site and unload and load equipment as required to accomplish work assignment.

Reports operational, maintenance, and safety concerns to supervisor.

Assists in winter storm operations.

Performs other related duties as assigned.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Must be 18 years of age for park and highway assignments.

Page 2 of 2 – Part-Time Temporary Laborer

QUALIFICATIONS continued:

Possess knowledge of operation of equipment generally used in highway/park maintenance.

Possess knowledge of safety procedures and precautions.

Possess knowledge of highway and parks maintenance.

Has the ability to:

Ambulate for long periods over all types of terrain.

Move 75 pounds to a height of 4 feet and carry 75 pounds.

Communicate effectively and professionally in English both verbally and in writing.

Follow directions.

Work outside for long periods in all degrees of heat and cold.

Vision sufficient to qualify for PA Driver's License in compliance with PennDOT regulations.

Corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

Has sufficient bi-lateral manual dexterity to enable safe operation of all equipment used in the job.

In times of emergency or peak need, long hours may be required, including being on-call 24 hours per day; therefore, the ability to maintain a ready state and mental alertness during extended hours is required.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date