

Job description

EAST MANCHESTER TOWNSHIP

JOB POSITION DESCRIPTION

TITLE OF POSITION: PUBLIC WORKS EMPLOYEE – DRIVER/LABORER

IMMEDIATE SUPERVISOR: HIGHWAY FORMAN

BRIEF DESCRIPTION OF POSITION:

This position involves the maintenance and improvement of the roads, parks and other Township owned property and facilities within East Manchester Township. Due to the requirement that the employee must be available to respond to weather and other emergencies, the employee must reside within 10 miles of East Manchester Township. The employee must sometimes exercise independent judgment and perform tasks in the absence of supervision. As an employee of East Manchester Township, the employee is expected to be courteous at all times and represent the Township in a professional and positive manner.

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. This is not an employment contract.

- Proper and safe operation of equipment including trucks and apparatus, mowers, tractor, loader, grader, chipper, chain saw and all other Township equipment in performing a variety of tasks.
- Ability to service and make repairs and adjustments to equipment.
- Perform emergency and maintenance work operations such as snow and ice removal, street sanding, street cleaning, weed control, grading, shoulder maintenance, brush and tree trimming or removal, street signs and road side mowing.
- Assist with maintenance of Township property, park grounds and facilities.
- Demonstrate and maintain good communication skills at all times and perform assigned duties in a professional manner.
- Available nights, holidays and weekends during snow, ice and/or wind storms and other emergencies.

- Maintain all required licenses.
- Adhere to all provisions of East Manchester Township personnel policies and procedure manual, which may be amended by the Township Board of Supervisors from time to time.

TRAINING/EXPERIENCE REQUIRED:

- **This position prefers a valid Pennsylvania Commercial Drivers License (CDL). Will help acquire.**
- High School Diploma or equivalent with one or two years of heavy equipment operating experience, or any combination of education and experience that provided equivalent knowledge, skills and abilities.
- A demonstrated acceptable driving record.
- Knowledge of traffic laws and regulations as they apply to motorized construction and maintenance equipment.
- Ability to work as a member of a team.

PHYSICAL REQUIREMENTS:

- Ability to perform heavy manual labor.
- Ability to bend and to lift moderately heavy (50 pound) objects on a regular basis of two hours per day and heavier (100 pound) objects on an occasional basis.
- Ability to sit and stand for eight consecutive hours per work shift with periodic breaks.
- Ability to work effectively outdoors under exposure to variations in temperature, precipitation and frequent exposure to machinery noise and vibration.

NORMAL HOURS OF WORK AND PAY:

- Normal work hours: 7:00 AM to 3:00 PM, Monday through Friday.
- One half hour paid lunch break.
- Rate of pay determined by the Township Board of Supervisors.
- Overtime to be paid in the pay period earned.
- Paycheck issued biweekly on Thursday.

EMERGENCY WORK HOURS:

Snow and ice or debris removal may necessitate a change in the normal work hours. The employee must be available nights, holidays and weekends during snow, ice and/or wind storm and other emergencies.

PROBATIONARY PERIOD:

Six months of satisfactory service required.

BENEFITS:

Benefits will be provided according to East Manchester Township Personnel Policies and Procedures Manual, which may be amended by the Township Board of Supervisors from time to time.

NOTES:

- This position is subject to a pre-employment physical and drug test and random testing in compliance with East Manchester Township drug and alcohol abuse and testing policy and the Federal Department of Transportation and Highway Administration's drug and alcohol testing regulations contained in Title 49 CFR.
- Applicants will be subject to a criminal background check.

Job Type: Full-time

Pay: \$18.50 - \$19.00 per hour