



Job Description

- Posted: 02/23/2023
- Expires: 03/08/2023

Position: Facilities Laborer
Department: Public Works / Facilities
FLSA: Part-Time Non-Exempt
Hours: 29 hours per week. Days and Hours TBD
Wage Rate: \$17.50 per hour

Position Summary:

This part-time position is generally responsible for the maintenance and repairs on all township buildings and facilities, as directed by the immediate supervisor. This position is responsible for the operation and proper maintenance of assigned vehicles and equipment. This position involves general maintenance on township facilities that requires skilled operation of power tools, hand tools, as well as manual labor. This position will be expected to work both independently and as part of a team.

Qualifications:

High School diploma or GED or its equivalent, must have basic knowledge of carpentry and plumbing. An equivalent combination of education and experience may be considered.

Applicants must possess and maintain for continued employment a Pennsylvania Driver's license.

Working knowledge of public works equipment, operation, and mechanics.

Must be able to perform heavy manual labor under varying weather conditions.

Must be able to take and comprehend oral and written instructions.

Must be willing to update skills and learn new skills as necessary.

Must attend training sessions as directed.

Must be able to work well with others.

Must demonstrate initiative and innovation in achieving results.

Must adhere to high ethical standards and personal integrity.

Must use available resources efficiently.

Must be well-organized.

Must be able to work diplomatically, courteously and professionally with individuals who may be angry, frustrated or upset.

Supervision received:

Works under direct supervision of the Facilities Superintendent with occasional direction from the Assistant Director of Public Works and the Director of Public Works. Some assignments may be conducted under general supervision; oral and written instructions provided by supervisor daily. Performs routine duties that occasionally are carried out independently, but are subject to progress checks during and upon completion for satisfactory performance.

Essential functions:

- Operates saws, power tools, hand tools and other equipment of moderate complexity for all public works projects; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.
- Operates vehicles and equipment for snow and ice control on township and state roadways; plows Township properties; shovels and salts sidewalks and other equipment; performs emergency highway repairs and responds to other public works related emergencies as required.
- Uses a variety of hand tools and power tools. Other equipment to include, but is not limited to: chain saws, string trimmers and portable electric tools.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of hazardous conditions such as dust, fumes and dangerous road conditions. Personal protective equipment and safety gear must be utilized by all public works employees.
- Will be required to participate in a variety of training sessions and instructional classes pertaining to public works practices.
- Other public works related duties as assigned from time to time.

Licenses, Registrations, or Certificates Required:

Valid Pennsylvania Driver's License.

Physical Demands:

Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. Will be required to work shifts greater than (8) hours during winter and emergency operations.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.

Work occasionally involves responding to angry, frustrated or upset individuals.

The last day to apply to this job posting is March 8, 2023

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Application Procedure:

Anyone interested in this position should obtain an Employment Application located at the Haverford Township Administration Building, 1014 Darby Road, Havertown, PA, or apply online at - http://www.havtwp.org/Human_Resources_Job_postings.html - Online Employment Application.

A pre-employment drug and alcohol screening will be required to determine that the applicant can meet the physical demands of the position. A background examination and criminal history check will be required and any costs to obtaining these items are the responsibility of the candidate.

Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical

assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I, the employee, acknowledge that I have read and understand this job description. I am able to meet or exceed all aspects of the job description.

Employee Signature

Date

Township Manager Signature

Date