

**DEPARTMENT:** PUBLIC WORKS

**JOB TITLE:** SEASONAL LABORER – SUMMER HELP

**IMMEDIATE SUPERVISOR:** ASSISTANT PUBLIC WORKS DIRECTOR

**REVISION DATE:** MARCH 2025

### **POSITION SUMMARY**

Performs a variety of unskilled or semi-skilled maintenance work involving manual labor using hand tools and operation of a variety of small equipment. The duties require physical exertion and the ability to perform physical labor efficiently in a variety of municipal activities including grass mowing, trash collecting, building maintenance, road maintenance and parks maintenance.

Work is performed from 7:00 AM to 3:30 PM, but may involve additional hours as needed. Evening, weekend and holiday work may also be required. This position reports to the Assistant Director of Public Works – Grounds & Facilities or Assistant Director of Public Works – Streets & Fleet. Work is performed at various locations throughout the Township.

The position is non-exempt under the Federal Fair Labor Standards Act.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Must be available to work non-traditional hours to include various shifts on evenings, weekends and holidays as scheduled.
2. Performs general labor functions, frequently of a repetitive nature.
3. Operates mowers, weedwhackers, cutters, edgers and other necessary equipment while performing landscaping, grass mowing and related grounds maintenance.
4. Collects and disposes of garbage from parks and Township buildings and properties.
5. Assists with tear down and set-up of special events.

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

1. Ability to operate and care for various mowers, spreaders, chippers and related lawn maintenance equipment.
2. Knowledge of the proper operation and safety practices associated with the operation of basic tools.
3. Ability to work independently and as part of a group to get the job done in all types of weather and temperatures.
4. Must be capable of using common sense problem-solving to deal with situations encountered.
5. Must establish and maintain effective working relationships with the public and other employees.
6. Ability to read, write, understand and communicate with others in the English language.
7. Must possess the ability to understand and obey all safety rules and comply with established safe work rules and instructions as directed by the supervisor.

## **QUALIFICATIONS**

- Must be at least 18 years of age when applying.
- Must possess a valid Pennsylvania Driver's License with an excellent driving history.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in outdoor settings. Must be able to work in an environment that may contain dirt, dust, noise, unpleasant fumes/odors, vibration, poor lighting, allergens, extreme heat, extreme cold, chemical fumes, wetness and/or humidity.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is frequently required to stand, walk, and sit. The employee must frequently lift up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**SELECTION GUIDELINES:**

1. Formal application, rating of education and experience; oral interviews and reference check.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Incumbent \_\_\_\_\_ Date \_\_\_\_\_

03/13/2025