



Shrewsbury Township

York County

Job Description

TITLE: MAINTENANCE LABORER

CLASSIFICATION: Full-Time, Hourly (Non-Exempt)

REPORTS TO: Maintenance Supervisor

Position Description Summary

This is a laborer position that can perform a variety of skilled and unskilled duties related to maintaining the Township's infrastructure and facilities. This position requires the applicant to perform manual labor in the maintenance and repair of Township roadways, parks, storm sewer systems, building facilities and grounds, traffic and street signs, and snow removal.

Essential Job Functions

1. Receive assignments from the Maintenance Supervisor.
2. Patch and crack seal roads and streets.
3. Maintain and repair Township roads, parks, storm sewers, building facilities and grounds, traffic lights, street signs, and snow removal.
4. Must be available for overtime and respond to emergencies, when called upon.
5. Operate manual, pneumatic, and power maintenance tools.
6. Repair and maintain roads with hot asphalt and hot sealing materials.
7. Install street signs and traffic paint markings.
8. Assist in traffic control.
9. Clean and repair storm sewers, storm water inlets, and pipes.
10. Install, repair, replace, and maintain culverts, stream channels and catch basins.
11. Repair, replace, and maintain traffic signs and other traffic control devices.
12. Salt and plow township roadways and facilities.
13. Remove trees and fallen limbs from roadways, trim back landscaping.
14. Cut grass in township open spaces, trails, and along township roadways.

15. Operate township vehicles, such as dump trucks, pickup trucks, front end loader, and tractors.
16. Perform minor repairs on truck and equipment, including fueling, cleaning, greasing, changing spark plugs, changing oil, checking tires, etc.
17. Perform heavy manual labor for extended periods of time (e.g. shovel materials, lift brush and wood, etc.) under possible adverse weather conditions.
18. Operate maintenance equipment essential to the position, (shovel, broom, weed whacker, chainsaw, walk behind mower, etc.)
19. Must maintain emergency responsiveness in the event of snow and ice, or any other weather related emergency.
20. Must be knowledgeable in construction techniques involving street and road construction and maintenance, storm sewer maintenance and repair, able to operate Township equipment and vehicles, including but not limited to, CDL trucks, roller, backhoe, skid steer, plate tamper, saws, pumps, compressors, generators, oil jacketed tar pot and, snow removal equipment.
21. General cleaning and washing of vehicles and equipment.
22. General cleaning of garage.
23. Follow oral and/or basic written instructions.
24. Communicate with co-workers in order to complete assignments.
25. Understand and observe safety practices and procedures.
26. Demonstrate regular and predictable attendance.
27. Ability to work independently without constant supervision.
28. Ability to perform heavy manual labor for prolonged periods, often under adverse climatic conditions.
29. Ability to work in excess of eight hours per day.
30. Ability to respond to call out at any hour of the night or day.
31. This is a physically demanding position and the individual must be in good physical condition and be able to walk, crouch, climb and carry heavy objects for extended periods and be able to work in all types of weather conditions.
32. Performs related duties and responsibilities, as required.

The duties listed above are intended only as illustrations 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.

Job Qualifications

- High School Diploma or equivalent, required.
- Possession of a valid Driver License, Class A or Class B CDL with airbrake & manual transmission endorsements preferred.
- Practice and maintain safe equipment operations and safety knowledge of job responsibilities by adhering to departmental, local, State and Federal guidelines and laws.
- Ability to understand, remember, and follow oral and written instructions.
- Ability to sit and perform fine manipulation, climb, balance, stoop, kneel, crouch or crawl, occasionally.
- Ability to withstand exposure to weather, vibration, high noise levels, traffic hazards and dusty conditions, occasionally.
- Ability to work with moving machinery, slippery and uneven surfaces, confined spaces, and unprotected and protected heights, occasionally.
- Ability to work closely with others.
- Ability to be able to understand standard operating procedures and rules and regulations within the organization.
- Basic knowledge of electrical, construction, landscaping, carpentry, mechanics or other related skills, preferred.
- Prior municipal, construction, or trade experience preferred.
- Any equivalent of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.
- While performing the duties of this job, the employee will be required to stand, walk, climb ladders, and use his or her hands, to operate tools or reach objects.
- The employee is occasionally required to push, pull, lift or move objects the weigh in excess of 100lbs.
- While performing the essential duties of the position, the employee may be exposed to heights, dust, noise and moving parts.
- Due to the nature of the position the employee must be able to work in all weather conditions.

This job description was duly adopted and entered in records at the Board of Supervisors meeting on the 6th day of December 2017.

ATTEST

SHREWSBURY TOWNSHIP
BOARD OF SUPERVISORS

Todd A. Zeigler, Secretary

Arthur Rutledge, Chairman

William Cox, Vice Chairman

Ann Biser, Member

Robert J. Rennoll, Member

Paul J. Solomon, Member

I agree to abide by the requirements of this job description.

Employee Name (print)

Employee Signature)

Date