

Honey Brook Township, Chester County, PA
Job Description

TITLE: Equipment Operator / Laborer Full-time

FLSA Status: Non-Exempt

Position Summary

This is a skilled maintenance position. The employee performs a variety of tasks related to the care, maintenance and construction of Township infrastructure and buildings involving the operation of Township vehicles, equipment and tools as well as other assigned duties.

Reports to: Director of Public Works

Supervises: None

Essential Duties:

- drives trucks
- removes snow by hand and by machinery
- operates and/or performs preventive maintenance on equipment
- repairs/installs storm sewer pipe
- paves/patches roads
- install signs
- mows and clears brush
- maintains and repairs park facilities
- makes minor repairs to equipment
- changes tires
- maintains and cleans physical plant and equipment

Interpersonal Interaction Required:

Internal Contact:

- Director of Public Works
- Public Works personnel
- Office staff

External Contact:

- Residents
- Contractors

Physical Demands

The employee must be able to see, hear, walk, stand, squat, shovel, rake, move fifty (50) pounds from one location to another; climb stairs and ladders, poles and trees; climb in and out of ditches, manholes, and inlets. The employee works outside daily and is exposed to an unconditioned environment—dirt, dust, noise, stench, grease, oil, diesel fuel, fuel oil, road salt, gasoline, sewage, fumes, water, cold, heat, snow and rain.

Required Education, Training Experience and Knowledge:

- High School Diploma or equivalent
- Two (2) years experience in a construction or public works job entailing duties similar to those required for this position
- Basic knowledge of construction practices and mechanics

Required Skills:

The employee must be able to read and write at a high school level, reason and solve problems. The employee interacts with residents frequently, is often in the public eye and must act accordingly. The employee must be able to drive all Township trucks and operate the following equipment: front-end loader, backhoe, roller, tractors with mowers, zero radius mowers, chain saws, pumps and air compressors. The employee must be able to use a level, ruler, other measuring equipment, and basic hand tools. The employee must be able to follow basic instructions without detailed supervision.

Hours and Location of Work:

Fall/Winter: Monday-Friday, 6:00 a.m. to 2:30 p.m. at various locations.

Spring/Summer: Monday-Thursday, 6:00 a.m. to 4:30 p.m. at various locations

Required Driver's License:

Commercial Driver's License: minimum Class B with air

This job summary includes, but is not limited to, the position's essential functions. Management retains the discretion to add or change the duties of the position at any time.

Date: May 22, 2018

I have read the above position description and have received a copy.

Employee Signature

Date