

Honey Brook Township, Chester County, PA
Job Description

TITLE: Equipment Operator / Laborer

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; operation of vehicles, medium and heavy-duty equipment and tools; and all other duties as assigned.

Reports to: Director of Public Works

Supervises: None

Essential Duties:

- a. Drive vehicles including those requiring a Commercial Driver's License (CDL), Class B
- b. Operate heavy equipment including a backhoe, loader and roadside tractor and mower
- c. Snow and ice removal
- d. Operate and perform preventive maintenance on a variety of tools and equipment
- e. Repair and install storm water pipe, end walls, inlets, basins, etc.
- f. Construct, repave, maintain, and patch roads, parking areas, walkways and trails
- g. Construct and maintain bridges
- h. Install and repair signs
- i. Mow and clear brush
- j. Maintains parks and facilities
- k. Maintain Township buildings and grounds

Interpersonal Interaction Required:

Internal Contact:

- a. Director of Public Works
- b. Public Works personnel
- c. Office staff

External Contact:

- a. Residents
- b. Contractors

Physical Demands

- a. 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; climb in and out of ditches, manholes, and inlets; and work extended hours during nights and weekends to respond to emergencies including snow and ice removal.
- b. The employee works outside daily and is exposed to an unconditioned environment that may include 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:

- a. High School Diploma or equivalent
- b. Read and write at a high school level, reason and solve problems.
- c. Two (2) years' experience in a construction or public works job with duties similar to those required for this position
- d. Basic knowledge of the construction practices for roads, bridges and storm water systems.
- e. Basic knowledge of the use, care, maintenance and repair of vehicles, equipment and tools.
- f. Commercial Driver's License: minimum Class B with air
- g. Experienced equipment operator including front-end loaders and backhoes
- h. 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

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: August 28, 2018

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

Employee Signature

Date