

Position Title: SEASONAL WINTER MAINTENANCE

Supervisor: Public Works Director

Hours of Work: Call out as needed.

Place of Work: The Seasonal Winter Maintenance position is based at the Public Works Garage, 100 Gettysburg Pike, Mechanicsburg, PA 17055

General Description: The Seasonal position is responsible for the safe operation of manual and power-operated tools and heavy equipment. Work is performed outdoors in all types of weather.

Primary Duties: Removing snow/ice from walkways at Township building and other Township owned sidewalks using snow blowers, shovels and salt spreaders.

Snow plowing Township streets/parking lots.

Operates power equipment as required.

Reports operational, maintenance, and safety concerns to supervisor.

Performs other related duties as assigned.

Qualifications: The ability to understand and follow directions with no immediate supervision.

Current PA Driver's License.

Snow plowing experience preferred.

Special Requirements: Must be able to work cooperatively and effectively alongside peers.

Must be able to work alone while practicing standard safety procedures.

Must adhere to all departmental rules, regulations and policies.

Ability to follow Township safety and emergency procedures.

Ability to lift heavy objects (up to 100 lbs) unassisted.

Willingness to perform duties in often extreme conditions such as cold, dampness, noise or dirt or while equipment is still on the job site.

The statements contained herein reflect general details as necessary to describe the Essential Functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, relief to equalize peak work periods or to otherwise balance the workload.

Concur: _____

Date: _____

Employee Signature

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Seasonal Winter Maintenance

The *essential job functions* of the job title are described below.

1. Schedule

- Full-Time Day Shift Weekends (as required)
 Part-Time Evening Shift

2. Supervision Level

- Extremely Close Supervision
 Moderate Supervision
 Minimal Supervision

3. Initiation of Work

- PW Director Will Direct to Next Task
 Initiation Helpful, but Not Necessary
 Must Initiate Own Work

4. Independence

- Supervisor Will Cue on a Frequent Basis
 Ability to Complete Assignments with Moderate Oversight Required
 Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- Routine Never Varies; Structure is Tight
 Occasional Routine Change; Generally Planned in Advance
 Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- Fast Pace
 Moderate Pace
 Slow Pace

7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
 Understanding of Verbal Instructions Only Required
 Understanding of Written Instructions Only Required

8. Communication - English

- Excellent Verbal Communication Skills Necessary
 Basic Verbal Communication Skills Necessary
 Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- Fluent Reading
- Simple Reading
- Recognition of Signs/Symbols
- No Reading Skills Required

10. Hearing

- Ability to Hear Required
- Hearing Not Required

Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

11. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

12. Interaction with Customers

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

13. Appearance Requirements

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

14. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- Work Area
- Room Only
- Building Only
- All of Upper Allen Township

16. Mobility Skills

- Mobility Within the Building
- Mobility Within entire Township (Walking {on stable and unstable ground}, Standing, Climbing {stairs, ladders}, Bending, Reaching, Lifting, Crawling)
- Driving Required

17. Sitting

- 75% - 100%
- 50%
- 25%
- Less than 25%

Standing

- 75% - 100%
- 50%
- 25%
- Less than 25%

18. Bending

- Knees and Waist Waist Only
- Knees Only No Bending Required

19. Lifting

- Greater than 30 lbs. Less than 10 lbs.
- 10 - 30 lbs. No Lifting Required

20. Reaching

- Greater than 6 Feet Less than 2 Feet
- 2 - 6 Feet No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.

- _____ Employee is able to perform ALL the essential functions of the job.
- _____ Employee is not able to perform ALL the essential functions of the job without accommodations. (complete Restrictions section below)
- _____ Employee is not able to perform the essential functions of the job, and there are no accommodations available to my knowledge that would enable me to perform the job.

RESTRICTIONS

_____ Yes _____ No

If yes,

	Restriction	Length of time for restrictions
Time at work per day (i.e. 2 hours/4 hours, etc.)	_____	_____
Orientation (i.e. office only, no restrictions)	_____	_____
<u>Mobility</u>		
Sitting (i.e. 2 hours/4 hours, none, etc.)	_____	_____
Standing (i.e. 2 hours/4 hours, none, etc.)	_____	_____
Bending (waist only, knees only, no bending)	_____	_____
Lifting (max 5 lbs, 10 lbs, 25 lbs, etc)	_____	_____
Reaching (2 feet, 5 feet, etc.)	_____	_____
Climbing (no ladders, no stairs, no restrictions)	_____	_____
Jumping (no more than 1 foot, 2 foot, 5 foot, etc.)	_____	_____
Crawling	_____	_____

Job Title: Seasonal Winter Maintenance

Job Description Approved by: Sharon Luker _____ Date: _____
Human Resources – Upper Allen Township

I have received a complete copy of the job description and understand the requirements of the job.
Upon review of the job description and requirements:

_____ Employee is able to perform ALL the essential functions of the job.

_____ Employee is not able to perform ALL the essential functions of the job without accommodations.
Accommodation Requests: _____

_____ Employee is not able to perform the essential functions of the job, and there are no
accommodations available to my knowledge that would enable me to perform the job.

Print Employee Name

Employee Signature

Date

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.