

ADVERTISEMENT

LABORER / FACILITIES

Monroe Township, Cumberland County, is seeking a full time general laborer. Applicant should have experience with road work, operation of heavy equipment, dump trucks, and landscape maintenance. Class B CDL with air brake endorsement, ability to perform physical work and good communication skills are required. Snowplow experience and public sewer knowledge helpful. Applicant need not be a resident of the Township. Visit the township's website at www.monroetwp.net for full description. Submit resume and salary requirements to Monroe Township, Attn: Karen Lowery, 1220 Boiling Springs Road, Mechanicsburg, PA 17055 or email to klowery@monroetwp.net. Deadline for submission is November 9, 2018. No telephone calls, please.

**MONROE TOWNSHIP
POSITION DESCRIPTION
LABORER / FACILITIES**

Reports to: Roadmaster

Department: Public Works Dept.

Classification: Hourly, Non-Exempt

Date: October 16, 2018

JOB SUMMARY

This is skilled operational position performing manual tasks in connection with maintaining the township's infrastructure, properties and equipment – specifically road construction, maintenance and repair of facilities, buildings, grounds and parks, public sewers, and other repair projects. Individual must have the ability to follow instructions, perform labor tasks, possess a working knowledge and skill level in operating and maintaining various trucks, construction, specialized equipment, and possess a working knowledge of general maintenance procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs semi-skilled and skilled work in operations, maintenance and repair on all township properties, roadways and facilities, which may include: general construction and maintenance involving; groundskeeping, housekeeping, upkeep, new installations and repair.

Winter maintenance as required; operation of township equipment to plow and de-ice roadways.

Assist in maintaining, repairing and constructing township road systems; including loading and unloading trucks, spreading asphalt, gravel and dirt, raking, tamping and smoothing applied materials.

Grade along township roads for proper drainage. Clean, maintain and repair culverts, drains, ditches and water easements.

Operate trucks, construction, and specialized equipment skillfully and safely. Perform general repairs and preventive maintenance of vehicles and equipment.

Perform general landscaping and tree maintenance on Twp property and along township roads.

Assist in the general maintenance of Plumbing, HVAC, Electrical projects and general building maintenance.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES / REQUIREMENTS

- Equipment maintenance and repair;
- Drive and operate a variety of equipment;
- Follow oral and written instructions, policies and procedures;
- Perform carpentry, masonry, painting, plumbing and routine electrical work;
- Recognize problems, identify alternative solutions, and make appropriate recommendations;
- Prioritize work and perform multiple tasks;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Knowledge of applicable safety rules and regulations in equipment operation, road maintenance, and in traffic control;
- Ability to work nights/weekends if required and to be generally on-call for emergency conditions, such as snow plowing, ice remediation, sanitary sewer back-ups, and storm clean-up.

PHYSICAL REQUIREMENTS

Position typically requires: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Must have the ability to safely climb equipment and ladders and be comfortable with heights. Must have ability to perform physical activities that require considerable use of arms, legs and moving of whole body.

MISCELLANEOUS DUTIES THAT MAY BE REQUIRED

Assist Zoning Officer with property postings for Zoning Hearings

Assistance to administrative offices (deliveries, pickups, hanging pictures, moving furniture, recording plans, mailings to post office, etc.)

Signs – make, repair, replace (street signs & house numbers)

QUALIFICATIONS

High school degree or GED equivalent. Experience in the operation and maintenance of municipal facilities and equipment. Valid PA driver's license and a Class "B" CDL with air-brake endorsement. Pesticide applicator certificate preferred. Electrical/electric motor, HVAC maintenance helpful. Must pass a criminal background check.

GENERAL INFORMATION / WORKING CONDITIONS

The above statements are intended to describe the general nature of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the individual(s) so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands, and to seek supervisory assistance as appropriate.