

Position Title: **LABORER I - HIGHWAY MAINTENANCE**

Applicants should send resume to sluker@uatwp.org.

Supervisor: Public Works Director, Assistant Public Works Director, Assigned Job Foreman

Hours of Work: The Laborer I will work a forty (40) hour week, Monday thru Friday. The normal workday will start at 7:00 a.m. until 3:30 p.m. Lunch break is from 11:30 a.m. until 12 noon, unpaid. Overtime may be required periodically as assigned. Mandatory overtime is worked for snow plowing and salt runs when required.

Place of Work: The Laborer I is based at the Public Works Garage, 100 Gettysburg Pike, Mechanicburg, PA 17055

General Description: The Laborer I is an entry level position and is responsible for performing a wide variety of tasks mainly, but not limited to, highway maintenance.

Primary Duties: Assists in patching highway surfaces and repairing potholes.

Assists in manually cleaning storm water ditches, cleaning and repair of storm water basins and filling washouts.

Assists in paving and resurfacing of Township streets.

Maintains and installs street signs as needed.

Assists in repair and maintenance of any Township property as assigned.

Cuts grass, trims trees and maintains Township Rights of Way as required.

Safely drives a truck with a snowplow or material spreader and clear Township streets as required.

Performs associated tasks and duties as assigned.

Will be on mandatory 24 hour call out during the winter months for any type of snow emergency.

Qualifications: High School diploma or equivalent with the ability to read and write English.

Must currently possess or obtain (within six months of hire) a current class B or higher PA Commercial Drivers License with air brake and tanker endorsements. (NOTE: The Township participates in the Federally-

mandated CDL drug-testing program, which requires periodic drug and/or alcohol testing and may require a pre-employment drug test.)

The ability to understand and follow directions with minimal supervision.

Special
Requirements:

Willingness to learn new skills or operation of equipment.

Must be able to work cooperatively and efficiently with all other Public Works employees and employees from other departments.

Must adhere to all departmental rules, regulations and policies.

Ability to follow Township safety and emergency procedures

Must be able to skillfully use hand and power tools for a wide variety of jobs.

Ability to lift heavy objects (up to 50 lbs) unassisted

Willingness to perform duties in often extreme conditions such as heat, cold, dampness, noise or dirt

Willingness to obtain other licenses as may be required to perform assigned duties (example: Pesticide license for Right of Way spraying).

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: Laborer 1

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

- | | |
|--|---|
| <input type="checkbox"/> Fluent Reading | <input type="checkbox"/> Recognition of Signs/Symbols |
| <input checked="" type="checkbox"/> Simple Reading | <input type="checkbox"/> 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)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Work Area | <input type="checkbox"/> Building Only |
| <input type="checkbox"/> Room Only | <input checked="" type="checkbox"/> 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

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> 75% - 100% | <input type="checkbox"/> 25% |
| <input type="checkbox"/> 50% | <input checked="" type="checkbox"/> Less than 25% |

Standing

- | | |
|--|--|
| <input checked="" type="checkbox"/> 75% - 100% | <input type="checkbox"/> 25% |
| <input type="checkbox"/> 50% | <input type="checkbox"/> 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	_____	_____

