



**Supervisor:** Crew Leader

**Position Description:** This is an entry-level position the Township Service Department. Workers in this classification are responsible for assisting in the maintenance of Township streets, parks, buildings, structures and vehicles. This position must be available on a 24/7 basis for any emergency situation as well as weekend availability. Duties are performed under the supervision of the Crew Leader.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **EDUCATION, TRAINING AND EXPERIENCE**

- High school graduate or equivalent diploma and valid driver's license. Exception may be made for workers still in High School.
- Driver's License.
- Possess the ability to carry out both oral and written instructions.
- To speak politely to the public, co-workers and supervisors.

### **PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### Grounds, Parks, Cemeteries and Facilities

- Mowing grass in parks and other Township property.
- Trimming trees, bushes and shrubs; planting flowerbeds, mulching and weeding.
- Removal of trash and other litter and debris.
- Removing anything that may be unsafe or hazardous from public grounds and trails.
- Opening parks, preparing shelters, cleaning restrooms and inspecting for any damage.
- Maintaining park athletic fields, tennis and basketball courts.
- Preventive maintenance of buildings through painting, carpentry and plumbing.
- Operation of small riding mowers and other utility vehicles.
- Participate in weekend junk drop off program if requested.
- Top fill graves that have settled.



## JOB DESCRIPTION

*Laborer*

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### Roads

- Assist in the maintenance and improvement of Township streets, rights-of-way, easements, etc. including painting and striping, sealing, patching, cleaning, plowing and salting.
- Pouring concrete to construct or repair curbing, storm sewers, catch basins, head walls etc.
- Re-seeding and restoring of work sites.
- Installing and replacing road signage (street blades, traffic control, etc.).
- Mowing medians as well as trimming roadside trees and shrubs.
- Cleaning and minor maintenance (normal upkeep) on trucks and other equipment used.
- Assist the Director of Public works in data collection and inspections for road projects.
- Assist managers and Service Worker level employees as needed to provide services to residents and other Township constituents.
- Driving Township vehicles for pickup and delivery of materials.

### Additional Duties

- Ability to understand and execute instructions.
- Work weekends and be available for call out 24/7 to handle Township weather related emergencies and other after-hours needs.
- Must have the physical strength to perform all the manual labor of this job, including lifting.
- Responsible for knowing and undertaking compliance with the Township public records and master file filing and retention policies.
- All other jobs so assigned

### **ADVANCEMENT**

By merit appointment by the Board of Trustees with recommendation of the Township Administrator

### **Tools and Equipment Used:**

Must be capable of operating equipment associated with the typical Township maintenance/service operations at the basic level. Equipment includes but is not limited to the following: Handheld and power tools, trucks and vehicles with both automatic or standard shift transmissions, and the entire inventory of lawn tools including all push and riding mowers and all specialty power tools.



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### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk including over uneven terrain; use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Tasks, which are illustrative of the physical demands of the position, are listed within this job description.

### **Physical Abilities:**

Near Vision	20 / 40 acuity or higher
Far Vision	20 / 40 acuity or higher
Hearing	High
Speech Clarity	High