

POSITION: BUILDING AND GROUNDS LABORER

REPORTS TO: PUBLIC WORKS SUPERVISOR AND TOWNSHIP MANAGER

NATURE OF WORK

Manual work supporting the construction, reconstruction, repair, and maintenance of various aspects of the township's public buildings, parks, and grounds; all other related work, as required.

ESSENTIAL JOB FUNCTIONS

- Maintains regular and punctual attendance.
- Performs maintenance work on all township buildings including but not limited to painting, carpentry work, lighting, cleaning windows, moving furniture, small plumbing repairs, gutter cleaning, sidewalk repairs.
- Performs janitorial work in all township buildings. Cleaning and sanitizing of offices, restrooms, meeting rooms, locker rooms, and public areas. Vacuum, sweep, mop, and wax floors. Restock cleaning, kitchen, and restroom supplies. Empty trash receptacles.
- Performs the maintenance of lawns, parks, and landscape beds.
- Empties trash barrels, cleans litter and debris from grounds.
- Mows and rakes grass and leaves; trims shrubs and lower parts of trees along sidewalks and trails
- Mows grass and maintain baseball and soccer fields.
- Cleans and repairs park equipment, park signage, and landscape installations.
- Weeds and maintains playground mulch and repairs playground equipment.
- Winter snow removal from sidewalks and driveways of the municipal building, community center, and recreation areas
- Assist in the set-up and tear-down of seasonal equipment and decorations for seasonal municipal events.
- Inspects and cleans Community center buildings before and after every rental.
- Operates non-cdl vehicles and trailers, large and small mowing tractors, push mowers, string trimmers, chain saws, and other landscaping tools.
- Must be able to use all types of hand tools and small power tools such power saws, drill drivers, carpentry tools, and plumbing tools.
- Assists other DPW workers in their duties at township buildings and grounds.
- Receives daily assignments and follows departmental rules, regulations, and policies, requiring the ability to perform operations to complete assigned tasks, or according to a prescribed time schedule; refers unusual problems to supervisor.

- Tracks their working hours and leave on assigned payroll application.
- Manages communications with township administrative staff using assigned township emails.
- Required to work overtime and may work outside the normal hours of a workday.
- Performs similar or related work as required, or as situation dictates.
- Perform all work directed by the Public Works Supervisor or Township Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to operate and maintain power and hand tools properly and safely.
- Ability to safely operate township equipment mowers and other small equipment to work locations.
- Techniques for proper use, storage, and disposal of flammable, hazardous, gaseous, liquids, solvents, detergents, oils, aerosols, paints, and fuels.
- Ability to conduct written and oral instructions.
- Availability of working overtime, weekends and call outs.
- Ability to interact in an effective manner with fellow employees and supervisors.
- Ability to work independently or with a team and conduct daily tasks with minimal supervision.
- Knowledge of basic electrical and plumbing repairs.
- Skill in operating necessary tools and equipment.
- Follow written and verbal instructions.
- Represent the township, elected officials, all township departments.
- Work effectively with supervisors, co-workers, and the public.
- Operate safely when traveling in public.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING

High school diploma or G.E.D.

Valid and clean Class-C Pa driver's license

Three years of construction or maintenance experience

Three years of landscaping and mowing experience

Pass pre-employment drug screening

Must be at least 21 years of age

PHYSICAL DEMANDS

Employees will be required to perform heavy manual labor including lifting and moving heavy objects while working in all types of weather conditions. Work tasks may require lengthy periods of time working in rainy, snowy, freezing, hot, humid, and noisy environments. Exposure to insects, poisonous plants, stinging insects, dirt, fumes, confined spaces, high workplaces, difficult slopes, and terrain are also expected while performing assigned work. Perform all job duties safely using safety procedures and practices and wearing proper safety equipment.

Hand and eye coordination is necessary to operate heavy equipment, trucks, powered landscape equipment, and hand tools. Work is performed about 80% outdoors and 20% indoors at township facilities. Job duties may also require the ability to be on their feet standing, walking, and pushing mowers, using trimmers, saws, and crouching, stooping, bending, or performing other maintenance and construction tasks for an entire workday. Must be able to lift and carry 50lbs. and may require moving, lifting, or carrying up to 80lbs.

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

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.