



*Haverford
Township*
est. 1682

Haverford Township Job Description

September 13, 2021

Department: Public Works / Highway

Position: Driver / Laborer

FLSA: Non-Exempt

Hours: 6:30 AM to 3:00 PM, Monday through Friday (40 hours per week), 24-hour on-call availability.

Wage Rate: \$22.50 per hour

Position Summary:

This full-time position is generally responsible for the operation and proper maintenance of highway department trucks, to include checking the vehicle for proper operating conditions and performing routine maintenance checks. This position involves general maintenance work on township streets and property that requires skilled operation of vehicles such as dump trucks, snow plows, as well as manual labor. This position will be expected to work both independently and as part of a team.

Qualifications:

High school diploma, GED, or its equivalent. One to two years' experience in public works construction, maintenance activities, or any equivalent combination of education and experience.

Applicants must possess and maintain for continued employment a Commercial Driver's License (CDL) Class A.

Working knowledge of public works equipment, operation and mechanics, and of construction and maintenance procedures.

Must be able to perform heavy manual labor under varying weather conditions.

Must be able to take and comprehend oral and written instructions.

Must be willing to update skills and learn new skills as necessary.

Must attend training sessions as directed.

Must be able to work well with others.

Must demonstrate initiative and innovation in achieving results.

Must adhere to high ethical standards and personal integrity.

Must use available resources efficiently.

Must be well organized.

Must be able to work diplomatically, courteously and professionally with individuals who may be angry, frustrated, or upset.

Supervision received:

Works under direct supervision of the Highway Supervisor with occasional direction from the Assistant Director of Public Works and the Director of Public Works. Some assignments may be conducted under general supervision; oral and written instructions provided by supervisor daily. Performs routine duties that occasionally are carried out independently, but are subject to progress checks during and upon completion for satisfactory performance.

Essential Functions:

- Operates trucks and other equipment of moderate complexity for all public works projects: hauls gravel, dirt, sand, blacktop, and other construction materials; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.
- Performs highway department maintenance and repair including building, repairing and patching streets, highways and sidewalks; cleaning catch basins and drainage lines; installing and repairing guardrail and fences; trimming brush and grass; sweeping roadways.
- Assists, as directed, with installation of signs and pavement markings.
- Operates vehicles and equipment for snow and ice control on township and state roadways; plows township properties; shovels and salts sidewalks; operates street sweeper, backhoe, boom mower and other equipment; performs emergency highway repairs and responds to other public works related emergencies and required.
- Work responsibilities are variable with periods of extreme activity. Some workdays may be longer than eight hours. Successful applicant will be required to work nights, weekends, and holidays during weather and other emergencies. Performs overtime work as requested by supervisor.
- Uses a variety of hand and power tools, such as jack hammers and other pneumatic tools. Other equipment to include but is not limited to: wood chippers, chain saws, string trimmers, and portable electric tools.
- Occasionally uses general office equipment such as calculators, computers and keyboards, computer printers, telephones and fax machines.
- Work requires minimal travel for training and other events.

- Works under field conditions with unavoidable exposure to inclement weather and a variety of hazardous conditions such as dust, fumes and dangerous road conditions. Personal protective equipment and safety gear must be utilized by all public works employees.
- Will be required to participate in a variety of training sessions and instructional classes pertaining to public works practices.
- Other public works related duties as assigned from time to time.

Licenses, Registrations, or Certificates Required:

Valid Pennsylvania Driver's License, CDL Class "A"

Physical Demands:

Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. Will be required to work shifts greater than (8) hours during winter and emergency operations.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.

Operates variety of public works equipment such as trucks in excess of 35,000 GVW, backhoe, track loader, roller, street sweeper, boom mower, etc.

Work occasionally involves responding to angry, frustrated or upset individuals.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Application Procedure:

Anyone interested in this position should obtain an Employment Application from www.havtwp.org – (Human Resources) or in the Township Administration Building, 1014 Darby Road, Havertown, PA. A pre-employment drug and alcohol screening, background examination, and criminal history clearance will be required.

The last day to apply to this job posting is Monday, September 27, 2021.

Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

By signing below, I, the employee, acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Employee Signature Date

Township Manager Signature Date