

**Haverford Township  
Job Description**

**Department:** Public Works / Sanitation

**Position:** Part-time Laborer

**FLSA:** Non-Exempt

**Hours:** 29 Hours per week, days and hours TBD

**Wage Rate:** \$14.95

**Position Summary:**

This part-time laborer position is for the Public Works Department. The applicant will be required to work in all departments as needed. This position will be expected to work both independently and as part of a team.

**Qualifications:**

High School diploma or GED or its equivalent.

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 requested.

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.

**Supervision received:**

Works under direct supervision of the Sanitation Superintendent 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:**

- Performs sanitation department's daily routes, removal of Trash/Recycling on designated routes
- 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.
- Other public works related duties as assigned from time to time.

**Licenses, Registrations, or Certificates Required:**

Valid Pennsylvania Driver's License.

**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.

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.

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 in the Office of Human Resources located in the Township Administration Building, 1014 Darby Road, Havertown, PA, or on the Township Website. A pre-employment drug and alcohol screening, background examination, criminal history check, and physical examination will be required to determine that the applicant can meet the physical demands of the position.

**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