

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

Position: Road Department Laborer (Regular Part-Time)

Position Overview: Work involves operation of equipment and performance of manual work in the care of Township owned and maintained roads and property. This employee also performs maintenance and repair jobs on automobiles, trucks and other Plainfield Township road and property maintenance equipment.

Position Classification: Non-Exempt; Part-Time; Hourly; Non-Union

Direct Reports To: Road Department Foreman, Road Department Assistant Foreman and Township Manager

Position Responsibilities:

- ***The Road Department Laborer (Regular Part-Time) shall be able to carry out all position responsibilities as set forth below during both normal working hours and outside of normal working hours. However, the total number of working hours per week for this position is limited to twenty-four (24) hours per week.***
- Ability to operate the equipment owned, leased or rented by the Township {including but not limited to pick-up trucks, dump trucks (with and without air brakes), rollers, graders, power brooms, front-end loaders, backhoes, skid steers, cold planers, salt spreaders, brush hogs, mowers and other similar equipment} and perform manual work with little to no supervision and in a safe manner. Work also involves the operation of equipment in the care of Township roads and property.
- Performs both routine and complex maintenance and repair jobs on automobiles, trucks and other Township road, recreational, and property maintenance equipment. Washes and performs routine maintenance on Township vehicle after every winter storm event and as directed by the Township.
- Inspects and repairs damaged Township roads, curbs and sidewalks as required. Patches road surfaces by cleaning potholes, applying patching materials, leveling all materials to grade, and compacting the road. Cleans and seals surface cracks.
- Installs traffic signs, street signs, etc. in accordance with the *Manual for Uniform Traffic Control Devices (MUTCD)* and all relevant PennDOT (Pennsylvania Department of Transportation) Publications, as amended.
- Sets up barricades, cones and other safety signage as required by the Township during both normal working hours and emergency call-outs. Flags motorists to warn them of obstacles or repair work ahead. Sets out cones and signage to form a detour around work areas and divert vehicular traffic.

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

- Installs and maintains sprinkling systems, repairs plumbing and leaky valves in public restrooms and public drinking fountains.
- Cleans and removes debris, dirt, and refuse from storm sewers, catch basins, inlets, ditches, and other drainage structures. Conducts maintenance and repairs of all drainage structures in accordance with Township policies and regulations. Documentation of all maintenance activities conducted on storm sewers, inlets, ditches, and other drainage structures is required.
- Dumps, spreads, and compacts stone, asphalt, and other aggregate mixtures using the appropriate Township equipment in order to repair joints, patch broken pavement, and conduct base repair of the sub-grade of roads. Operates maintenance vehicles to load, transport, and apply construction materials to road surfaces. Pours or lays materials into or on designated areas as directed. Compacts materials to create level bases.
- Drives snowplow and applies snow control materials (including PennDOT-approved Anti-Skid and Deicing Salt materials). Places and removes snow fences that are used to prevent the accumulation of drifting snow on Township roads.
- Erects, installs, or repairs guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting; uses hand tools and power tools as required to successfully complete the work. Uses hand and power equipment to excavate drainage ditches and prepare roadways for construction or repairs. Performs construction and repairs on roadways as directed.
- Cuts and/or prunes grass, bushes, trees, and branches using hand and power tools; removes downed trees from Township right-of-way.
- Performs all other related work as required and assigned by supervisory Township personnel, including the Road Department Foreman, Road Department Assistant Foreman, and/or the Township Manager.

Work Location, Works Hours and Social Environment: The normal work week of the Road Department Laborer (Regular Part-Time) position is presently limited to twenty-four (24) hours per week, as per the current Collective Bargaining Agreement (CBA). Normal working hours are from 7:00AM to 3:00 PM, Monday through Friday on a flexible schedule as per the needs of the Township; work hours shall not exceed twenty-four (24) hours per week

Road Department employees are required to be available to be called out for emergency work outside of normal working hours. The Road Department Laborer (Regular Part-Time) position is not entitled to receive any benefits, including overtime, unless expressly provided for in the CBA.

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

The current administrative structure of Plainfield Township will require the Road Department Laborer (Regular Part-Time) to interact with the Township Manager, other office personnel, the Road Department Foreman, Road Department Assistant Foreman, and other members of the Road Department on a daily basis. Residents, business owners, current vendors, potential vendors, and employees of the Slate Belt Regional Police Department will also interact with the Road Department Laborer (Regular Part-Time) on a semi-daily or daily basis.

Conditions of Employment:

- Ability to understand and adhere to **all** provisions contained within the Plainfield Township Personnel Manual as currently in effect. All new hires and current employees are required to sign off on their acceptance and understanding of the provisions contained within the Plainfield Township Personnel Manual as a condition of employment. For those employees covered by a labor contract between Plainfield Township and a CBA, or Union, the terms of the labor contract or agreement are intended to control where a direct conflict exists between the CBA and the Personnel Manual, as amended.
- Ability to be called out for emergencies such as snowfall, icing, floods, downed trees, etc. outside of normal working hours any time of day or night, year-round, regardless of weather conditions. Must be willing to work weekends when assigned or called out for emergency work.
- Adherence to all Township safety procedures and practices is required- including wearing the appropriate safety equipment and clothing.
- *CDL Drug and Alcohol Testing:* This employee is required to submit to drug and alcohol testing in accordance with USDOT Commercial Driver's License (CDL) Drug and Alcohol Testing Requirements and as per the existing Plainfield Township policy, as amended.
- *Proof of Identity:* Plainfield Township is required to verify that each newly hired employee can be legally employed in the United States. Documentation is required from the employee which establishes and verifies both identity as well as legal employment eligibility.
- *Criminal Background Check:* Prospective employees who have been extended a conditional offer of employment for the Road Department Laborer position by the Board of Supervisors are required to give consent to the Township to perform a criminal background check through the Pennsylvania State Police. Prospective employees are required to pass the criminal background check to the satisfaction of the Township.

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

- *Motor Vehicle Record Check:* Each prospective employee will have their motor vehicle record (MVR) reviewed by management initially at hire and annually thereafter. All employees shall provide written consent and/or authorization, upon request, to the Township to complete a background check on a form prescribed by the Township. A report received by the Township indicating that a license has been suspended or revoked may be cause to deny, suspend or terminate employment.
- *Pre-Employment Drug Screen:* Prospective employees who have been extended a conditional offer of employment for the Road Department Laborer position by the Board of Supervisors are required to successfully pass a pre-employment CDL drug test screen. Prospective employees will be provided with both the proper form and the location of the screening.

Required Knowledge, Skills and Abilities:

- Possession of a valid Commonwealth of Pennsylvania-issued CDL Class A or B motor vehicle operator's license is required.
- Strong interpersonal skills.
- Working knowledge of the Internet and electronic communication.
- Excellent communications skills, both written and oral.
- Ability to understand and carry out written and oral instructions.
- Ability to work effectively with Township officials, other government officials, business associates, associate employees and the public.
- Attendance of training as determined by the Township Manager. Successfully obtaining training certifications as are determined necessary by the Township Manager for the Road Department Laborer position.

Education/Training and Experience or Ability to Learn:

- Former or current employment in a related field.
- High School Diploma is required.

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

Physical Conditions:

Physical Ability: Tasks require the ability to exert maximum-level physical effort in performing moderate to heavy work. Some of these tasks may involve lifting, carrying, pushing and/or pulling of objects and materials of weight, which could range from approximately fifteen (15) to one-hundred (100) pounds. Tasks may involve the need to climb steps. Tasks may involve the need to traverse on foot. Tasks may involve bending and/or crawling for short distances in cramped areas. While performing the duties of this job, the employee is frequently required to stand for extended periods of time, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch, and crawl.

Sensory Requirements: Most tasks require visual and aural perception and discrimination. Most tasks require oral communications ability.

Environmental Factors: Tasks are frequently performed with exposure to normal environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise. Tasks are at times performed with exposure to extreme environmental conditions, such as snow, sleet, freezing rain and blizzard conditions.

Performance Aptitudes:

- *Data Utilization:* Requires the ability to exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.
- *Human Interactions:* Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such interactions within established policies, procedures and standards.
- *Equipment, Machinery, Tools, and Materials Utilization:* Requires expert ability to operate equipment machinery, tools, and/or materials used in performing essential functions.
- *Verbal Aptitude:* Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data and information.
- *Mathematical Aptitude:* Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals, percentages, square footage, and areas.

PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY

JOB DESCRIPTION- ROAD DEPARTMENT LABORER- PART-TIME

Probationary Period: There is a six (6) month probationary period when employees are considered “at-will” employees as that term is defined by the laws of the Commonwealth of Pennsylvania before becoming a permanent, part-time regular employee. During the probationary period, employees shall have no seniority and no rights to any fringe benefits they would otherwise enjoy. A new employee’s probationary status may be extended for up to an additional thirty (30) days by mutual agreement between the Township and the Union in writing.

Wages/Benefits: Wages and benefits will be as provided by the Township and/or as negotiated between the Township and the Union. As noted elsewhere, this position is not entitled to any benefits unless expressly provided for in the CBA.

Supervisory Responsibility: None

Equal Opportunity Employer: Plainfield Township is committed to the principle of equal employment opportunity pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the Pennsylvania Human Relations Act. In the administration of this policy, the Township does not discriminate on the basis of race, creed, sex, color, religion, national origin, ancestry, age, marital or political status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability, liability for service in the United States armed forces, and/or any other characteristic protected by law.