

Warrington Township

DEPARTMENT OF PUBLIC WORKS Job Position Description

JOB TITLE:	Maintenance/Custodial Worker	DEPT:	Public Works
REPORTS TO:	Director of Public Works/Foreman	FLSA STATUS:	Hourly
BARGAINING UNIT:	None	CLASSIFICATION:	Part Time
DATE PREPARED:	February 25, 2022	DATE APPROVED:	

Summary

Performs a variety of maintenance, cleaning, mowing and repair work on Public Works Facilities, Parks, Tot Lots and Projects. Must be able to work independently, however will receive directions from the Director of Public Works, Public Works Foreman and on occasion, from more experienced workers.

Employment Information

- Part-time up to 28 hours per week.
- Rate of pay \$16.00 per hour.
- Not eligible for Township benefits except those that are required by law.

Supervisory Responsibilities

- Works under the general supervision of the Director of Public Works, Public Works Foreman and on occasion, from more experienced workers.

Essential Functions and Responsibilities

- Maintenance of parks, lawns and landscape duties to include lawn mowing, trimming trees, bushes and weed removal along township roads, parks and rights of way. Performs related work as required.
- Bags and clears litter and cleans public areas; removes trash from Township parks and retention basins.
- Performs manual labor associated with maintenance and repair of buildings interiors and exteriors.
- Participates in minor construction projects and janitorial service, emptying trash cans at Township Parks, Restrooms and Tot Lots throughout Warrington Township.
- Participates in roadway pothole repair, shoulder and sidewalk maintenance as well as paving roads, bridges and sealing roads.
- Assists in maintaining traffic markings, painting lines and erecting and repairing signage, etc.

- Participates in installing fences and guard rails.
- Performs manual labor to load and unload trucks to repair and maintain streets and other township facilities.
- Cleans and performs minor mechanical work on equipment operated and reports equipment needing repair or adjustment to a foreman and mechanic.
- Ability to operate snow removal equipment, i.e. snow blowers, snow plows, salt spreaders.
- Performs similar or related work as directed, required or as the situation dictates.
- Other duties as assigned.

Qualifications

- Must be at least 18 years of age.
- Individual must be authorized to work in the United States.
- Valid Driver's License.

Knowledge, Skills and Abilities

- Ability to speak, read and write fluent English.
- Ability to follow and understand oral and written instructions.
- Possess a valid Pennsylvania Driver's License.
- Ability to maintain a good working relationship with co-workers and the general public.
- Ability to operate hand tools i.e. weed eaters, circular saws, drills, blowers, spray equipment and other tools associated with municipal maintenance and construction.
- Ability to operate mowers, tractors, bobcats, dingos and light trucks to include mini dump trucks not requiring a CDL license.
- Ability to work strenuously outdoors in a variety of weather conditions which may be adverse at times.
- Knowledgeable in a variety of semi-skilled maintenance tasks.
- Knowledge of occupational safety rules.
- Ability to work within established guidelines.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Produce desired work outcomes including quality and timeliness.
- Consistently displays a positive behavior with regard to work, willingly accepts constructive criticism and be respectful of others.

Physical Requirements and Environmental Conditions

- Ability to work regular scheduled hours not to exceed 28 hours a week.
- In emergencies, expect to work overtime due to floods, ice storms, snow fall or other emergencies as required. Regular work schedules may be adjusted during emergencies.
- Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks.
- Occasionally required to push/pull objects weighing in excess of 100 pounds
- Occasionally required to lift/carry objects weighing in excess of 100 pounds.
- Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arms.
- Occasionally required to sit, stand, climb and maneuver in all types of terrain.

- Use of senses which include sight, smell, hearing and touch as aids in the evaluation and troubleshooting of malfunctioning equipment as well as to identify dangerous situations.
- Ability to work in undesirable conditions including small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, noise, wetness, humidity, static electricity, chemicals, hot or cold. Ability to work and function at levels higher than 10 feet.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.