Revised 6-10-2021

NORTH COVENTRY TOWNSHIP
JOB DESCRIPTION
SKILLED LABORER

TITLE: Skilled Laborer
DEPARTMENT: Road
REPORTS To: Roadmaster
FLSA Status: Non - exempt, hourly position

GENERAL SUMMARY:

The position of Skilled Laborer for the North Coventry Township Road Department works under the supervision of the Roadmaster, or their designee. The position requires basic knowledge pertaining to road and roadway infrastructure property, facilities, vehicles, and equipment maintenance practices. The position requires operation of related machinery, vehicles, and equipment such as a dump truck, loader, roller, grader, paver, backhoe, mower, chipper, saw, trimmer, etc.

The position requires the minimum of a CDL-class B license, the ability to work both independently and cooperatively in a team environment, work in demanding weather conditions, be responsive in an "on call status" to the requirements of adverse weather conditions, and the ability to meet the physical demands of manual labor as described below.

DUTIES AND RESPONSIBILITIES:

The specific tasks include but are not limited to the following:

GENERAL ROAD MAINTENANCE

1) Roadway patching
2) Brush and vegetation control alongside roadsides
3) Maintenance of traffic signs
4) Maintaining roadside storm water features
5) Sweeping streets
6) Snow removal, salting
7) Cleaning of road debris during adverse weather

GROUNDS MAINTENANCE

1) Mowing grass with a zero-turn mower
2) Operation of a weed whacker
3) Operation of a chainsaw
2) Repairing play equipment
3) General building and facility repairs

EQUIPMENT MAINTENANCE

1) Conducts pre- trip inspection of all vehicles.
2) Small tool service and repair

3) Vehicle maintenance and minor repair
4) Service and maintenance of building equipment
5) Operation of manual, pneumatic, equipment, machinery and power tools.

MINIMUM REQUIREMENTS and PHYSICAL DEMANDS:

Education: A high school degree or equivalent is required. A combination of education and experience which indicates possession of the skills, knowledge, and abilities listed required to perform stated duties.

License/Certification Requirements: Current and valid Pennsylvania motor vehicle driver's license, Class B Minimum, or Class A, issue by the Commonwealth of Pennsylvania.

Physical Demands: While much of the work will be completed in a normal 40-hour work week, a few of the jobs will entail overtime work. Adverse weather conditions may entail prolonged hours and employee is expected to be available during these situations. The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 50 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc. The employee works outside and at times, is exposed to adverse conditions. The employee must be able to reason, solve problems, and provide oral and written communication to township personnel, residents, contractors, vendors. The employee is responsible for following safety regulations. Employees must consent to random DOT drug and alcohol screening and yearly DMV motor vehicle background checks.

DISCLAIMER:

The statements listed above are intended to describe the general nature and level of work being performed by the person in the position of Skilled Laborer. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job. The omission of specific statements of duties does not exclude them from the position if the work required is similar, related or a logical assignment to the position.