

# TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA  
1775 WELSH ROAD  
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

## JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Mechanic/Properties Maintenance (Class I)  
DEPARTMENT: Highway Department

### SUPERVISED BY:

This position is supervised by the Public Works Superintendent. The Public Works Superintendent has the authority to comment and evaluate the Mechanic/Properties Maintenance position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

JOB IS: Full-time

WORK BREAKS: Lunch: 30 minutes  
Breaks: 30 minutes total (2 @ 15 minutes each)

WORK SCHEDULE: Hours vary; Monday - Friday

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: September 28, 1998

EFFECTIVE DATE: November 15, 1998

UPDATED DATE: March 2, 2018

### PURPOSE OF THE POSITION:

The purpose of the Mechanic/Properties Maintenance position is to repair a wide of variety items, including but not limited to, automobiles, light, medium & heavy duty trucks, construction equipment, fire apparatus, trailers, small equipment and perform maintenance on Township Properties. Also perform Pennsylvania Safety Inspections (PSI Class 7) on all vehicles as required.



**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:****1) Required Education/Experience/Training:**

- High school diploma or GED
- Comprehensive knowledge, typically gained from five or more years, in welding all positions stick and MIG or equivalent and truck and automotive maintenance and repair or equivalent
- Considerable knowledge, typically gained from three or more years, in general maintenance work that involved at least two of the building trades such as plumbing, carpentry, or electrical

**2) Required Ability to Use / or / Learn to Use and Operate the Following:**

- Standard office equipment
- Standard equipment/tools/machines/vehicles, typically used in a municipal highway department, including but not limited to: 10-ton dump truck, back-hoe, grader, roller, flail mower, welding equipment, lifts, air conditioning equipment, wheel balancing equipment

**3) Required Licenses/Certificates/Registrations:**

- Valid Class "A" Commercial Driver's License, without air brake restriction (L), with tanker endorsement (N).
- Class 7 Pennsylvania Safety Inspection (PSI) Certification
- Must hold (or previously held) a Pennsylvania Emissions Inspection Certification
- Refrigerant recovery certification (EPA Sect. 608)
- Required background checks necessary to ensure the individual's ability to work in a law enforcement environment.

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:****Essential Abilities To:**

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards

- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION (CONTINUED):****Essential Abilities To:**

- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

**Essential Tasks/Responsibilities:**

- Keep State Inspection records on all Township owned vehicles
- Maintain records on all vehicles and equipment as to scheduled services and State inspection due
- Maintain records for services due on Building maintenance
- Perform routine building maintenance
- Capability to be contacted after normal working hours for emergency call out
- Capability to report to the Township garage within 30 minutes of call out
- Locate and adjust defects in motor vehicle equipment
- Operate a wide variety of motor vehicles and reconstruction equipment
- Use diagnostic equipment to trouble shoot engines and related component
- Use diagnostic equipment to trouble shoot hydraulic systems
- Maintain Pennsylvania State Inspection records on all township owned motor vehicles in accordance with Pennsylvania State Law
- Maintain records to assure timely scheduling of State Inspections
- Maintain records to assure timely scheduling of services due
- Maintain and trouble shoot Brake systems, Cooling systems, engines, ignition systems, electrical systems, chassis and suspension systems and fuel systems
- Perform routine Building Maintenance and keep related records
- Repair plumbing leaks and stopped drains, replace light fixtures and switches, replace belts and filters on heating and cooling machinery
- Perform as general laborer or truck driver when needed by Public Works Department including winter maintenance
- Carry equipment such as a cell phone as directed
- Perform other related duties as required

## PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

- IA. In an 8 hour workday, this job requires the physical ability to CONTINUOUSLY:
  - A) Sit for up to: 5 hours
  - B) Stand for up to: 5 hours
  - C) Walk for up to: 5 hours
  
- IB. During an ENTIRE 8 hour workday, this job requires the physical ability to:
  - A) Sit for up to: 5 hours
  - B) Stand for up to: 5 hours
  - C) Walk for up to: 5 hours
  
- II. Job requires the physical ability to LIFT/CARRY:
  - A) Up to 50 pounds occasionally
  - B) Up to 50 pounds frequently
  - C) Up to 50 pounds continuously
  
- III. Job requires the physical ability to use hands for repetitive actions such as: Simple grasping, fine manipulation, and pushing and pulling of arm controls
  
- IV. Job requires the physical ability to use legs and feet for repetitive movements as: Pushing and pulling of leg controls
  
- V. Job requires the physical ability to function in activities involving:
  - A) CONTINUOUS: Bending, squatting, reaching, being around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Note:**

Complete the following **ONLY** if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): \_\_\_\_\_

My Name (Printed): \_\_\_\_\_

My Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_