

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: Driver/Equipment Operator/Laborer (Class II)
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 Driver/Equipment Operator/Laborer 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: January 1, 2009

UPDATED DATE: July 13, 2010

PURPOSE OF THE POSITION:

The purpose of the Driver/Equipment Operator/ Laborer position is to operate light and heavy vehicle and engineer construction equipment owned by the township.



MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

- High school diploma or GED
- Considerable knowledge, typically gained from three or more years, of the component parts and operating principle of light/heavy trucks and engineer construction equipment, occupational hazards and safety precautions of the work, operation of light/heavy truck and engineer construction equipment on and off the highway, in traffic and under adverse climate conditions

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

- 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

3) Required Licenses/Certificates/Registrations:

- Valid Pennsylvania Driver's License
- Valid Pennsylvania class "B" CDL, Driver's License without air brake restriction (L)

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
- Request assistance when appropriate
- 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

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION (CONTINUED)

Essential Abilities To:

- 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:

- Make minor running repairs and adjustments to vehicle
- Understand and carry out written and oral instruction
- Inspect vehicles in accordance with PA CDL handbook, pre-trip, during trip and after trip
- Perform as general laborer or truck driver, when needed by Highways Department, including winter maintenance
- Perform other related duties as required
- 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
- Building and grounds work

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: 3 hours
 - B) Stand for up to: 3 hours
 - C) Walk for up to: 3 hours

- IB. During an ENTIRE 8 hour workday, this job requires the physical ability to:
 - A) Sit for up to: 8 hours
 - B) Stand for up to: 8 hours
 - C) Walk for up to: 8 hours

- II. Job requires the physical ability to LIFT/CARRY:
 - A) Up to 50 pounds occasionally

- 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