

## **Position Description**

**Title: Part Time Laborer**

**Location: Public Works Department Garage**

**Supervisor: Public Works Director**

## **Position Summary:**

Under direction of the Public Works Director maintain public grounds and facilities. To include Main Campus, Public Works Campus, Various Pocket parks, Municipal Authority Properties, and any other areas directed. This part Time, seasonal, position entails a 25-32 hour work week.

## **Principal Accountabilities:**

- 1) Maintenance of properties at the Township Campus and the Public Works Campus to include cleaning of the parks, emptying trash as needed, cutting grass, trimming, weeding, etc.
- 2) Cleaning of Parks and pavilions for public use.
- 3) Cleaning of The Township Building and All Bathrooms on a weekly basis.
- 4) Routinely weed eat signs & guiderails township wide as needed.
- 5) Assists other Divisions within Public Works Department as needed.
- 6) Street and Road general maintenance- pothole repair, sign repair and installation.
- 7) Snow Plowing
- 8) All other duties as assigned.

**SUPERVISION:**

Works under the direction of the Public Works Director. Will work under direction of Crew Leader in absence of Public Works Director.

**EXPERIENCE/EDUCATION/TRAINING/ABILITIES:**

1. Must be at least 18 years old.
2. Must be drug free and dependable.
3. Must have mechanical ability.
4. Must be able to lift 70 pounds.
5. Must be able to take direction and operate mowers and other equipment with reasonable safety and proficiency.
6. Must be able to self supervise when needed.

**DISCLAIMER:**

The statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required to perform the job.