WEST BRADFORD TOWNSHIP

POSITION DESCRIPTION

TITLE:	**TOWNSHIP MAINTENANCE FLEX POSITION**
FTE/PTE/OTHER:	**FULL-TIME**
CLASSIFICATION:	**NON-EXEMPT**
DEPARTMENT:	**VARIES**
LOCATION:	**PUBLIC WORKS GARAGE**
SUPERVISOR:	**PUBLIC WORKS DIRECTOR OR DESIGNEE**

POSITION SUMMARY

The Township Maintenance Flex employee will operate under the direction of the Public Works Director. This employee will be assigned to work in various capacities throughout the year and at times work under the direction of the Township's Parks Supervisor, Road Foreman, Refuse Foreman or Wastewater Foreman. Employee assists with operations and maintenance of all aspects of the Township's Facilities and Operations; including but not limited to Township Parks, Township Buildings and Facilities, Township Roads and associated Facilities, Sanitary Sewer System including Collection, Conveyance, Treatment and Effluent disposal. Also assist in Maintenance of all Township buildings and equipment as directed.

Applicants for employment must successfully complete a pre-employment US Department of Transportation substance abuse test and pre-employment physical and back evaluation. Employees are subject to substance abuse testing during employment tenure, as required and/or permitted by law.

ESSENTIAL DUTIES:

- Under the direction of the Parks Supervisor, assist in the maintenance and upkeep of all Township Parks.
- Assist with set up for special events throughout the year.
- Under the direction of the Road Foreman, employee will assist in the maintenance and upkeep of Township roadways and associated facilities.
- Employee will be assigned a specific winter maintenance route and, during such events, will work under the direction of the Road Foreman.
- Employee will serve as a relief driver for Refuse and Recycling collection to assist with coverage during absences of full time drivers and will work under the direction of the Refuse Foreman.
- Duties will include work and maintenance at the Townships' Compost Facility.
- Under the direction of the Wastewater Foreman, assist with all Wastewater operations.

PHYSICAL REQUIREMENTS:

Must be able to bend, carry 50 pounds and more, climb, crawl, kneel, lift 75 pounds and more, and push 50 pounds or greater at the size of 2 foot by 5 foot, reach, and stoop.

ENVIRONMENTAL REQUIREMENTS:

Must be able to withstand the following conditions ***with the proper safety equipment or clothing provided by the Township***: noise, fumes, odors, gases such as carbon monoxide, methane and radon, dust, pump debris, hazards, and weather conditions.

EXPERIENCE / EDUCATION / TRAINING / ABILITIES:

Employee will be required within one year of employment to secure and maintain a Pesticide Application Certification issued by the Pennsylvania Department of Agriculture to include at a minimum categories # 07 Lawn and Turf, #10 Right of Way and Weeds, #23 Park/School Pest Control.

Other minimum requirements include:

- High School Diploma or G.E.D.
- Valid PA Driver's License Commercial Class A or B with air brake endorsement.

PROBATIONARY PERIOD:

This position will be subject to, at a minimum, the standard 6-month probationary period outlined in the Township's hiring policy.

DRUG AND ALCOHOL TESTING:

Applicants for employment must successfully complete a pre-employment US Department of Transportation substance abuse test. Employees are subject to substance abuse testing during their employment tenure, as required and/or permitted by law.

CRIMINAL HISTORY AND MOTOR VEHICLE CHECKS:

This position will be subject to criminal history and motor vehicle investigations. Prior to an offer of employment, candidates will be asked to give written authorization for West Bradford Township to perform these investigations.

DISCLAIMER:

The statements above are intended to describe the general nature of this position and the level of experience necessary to adequately fulfill the requirements of the position. They are not intended to be an all-inclusive listing of the responsibilities, duties and skills required for the position.

2/21/2020