



CUMBERLAND TOWNSHIP

1370 FAIRFIELD ROAD • GETTYSBURG, PENNSYLVANIA 17325
PHONE (717) 334-6485 FAX (717) 334-3632

Job Description

Position- Skilled Laborer

GENERAL DESCRIPTION

This position involves performing skilled manual labor along with the operation of Township-owned equipment, including but not limited to; dump and utility vehicles, back-hoe, rubber-tire loader, and skid steer. The Township is responsible for a fleet of road, police, and administrative vehicles and equipment, along with 47.2 miles of Township roads. Work will be performed in all human-made and weather environments that include seasonal temperature and precipitation conditions. A modern repair garage is provided along with appropriate tools and equipment. The position is subject to monitoring adverse weather and human-made conditions and call out due to environmental conditions such as snow or all-season severe weather-related situations 24 hours a day, seven days per week. **Persons who do not use tobacco products shall be given priority hiring preference. Use of tobacco products is prohibited.**

SUPERVISION

Reports to: Township Roadmaster/Superintendent of Roads or Assistant Superintendent of Roads.

ESSENTIAL JOB FUNCTIONS

1. Ability to operate vehicles and equipment while performing road maintenance that includes various activities of seasonal snow plowing, shoulder cutting, patching, paving, etc.
2. Storm water pipe maintenance, installation, and replacement.
3. Satisfactorily complete tasks as assigned by the Superintendent of Roads or Assistant Superintendent of Roads.
4. Act in a professional manner and appearance when communicating with the general public, fellow employees, vendors, and others.
5. General labor tasks for road, building, and other maintenance assignments.
6. Ability to lift heavy objects up to 50 pounds utilizing safe lifting and movement practices.
7. Other duties as assigned by the Superintendent of Roads or Assistant Superintendent of Roads.

JOB LOCATION

This position is primarily located at the Cumberland Township Maintenance Building, 1370 Fairfield Road, Gettysburg, PA, and the road system of Cumberland Township. The Township also assists other municipalities while performing the above duties as assigned.

EQUIPMENT/PROFICIENCY

- 1. Variety of tools, two-way Township radio, computer, printer, cell phone, safety equipment, and other items required for the proper and safe function of this position.

KNOWLEDGE, EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

- 1. High School Diploma
- 2. Minimum three years of various maintenance responsibilities. Knowledge of road maintenance is preferred as well.
- 3. Ability to communicate with others and receive instructions.
- 4. Pleasant personality and ability to communicate effectively with the public and with co-workers.
- 5. Excellent oral and written communication skills.
- 6. Exceptional attention to detail and excellent organizational abilities.

LICENSES, REGISTRATIONS, OR CERTIFICATES

- High School Diploma
- Any Technical Certifications
- CDL Driver's License Class B w/air brake endorsement within 1 year of hire

This Job Description shall not be implied or construed as an employment contract.

Employee SignatureDate

Township ManagerDate