

**CUMBERLAND TOWNSHIP, Adams County, Pennsylvania**  
**1370 Fairfield Road, Gettysburg, PA 17325**

***Skilled Laborer***

**GENERAL DESCRIPTION**

This position involves performing skilled manual labor along with 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 call out due to environmental conditions such as snow or 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 while working is prohibited.**

**SUPERVISION**

Reports To: Township Maintenance Superintendent and/or the Crew Leader / Foreperson

**ESSENTIAL JOB FUNCTIONS**

1. Ability to operate vehicles and maintain a valid Class C minimum driver's license while performing road maintenance that include various activities of seasonal snow plowing, shoulder cutting, patching, paving, etc. the ability and willingness to obtain a CDL Class A with the same endorsements shall be an ultimate achievement goal.
2. Storm water pipe maintenance, installation, and replacement.
3. Satisfactorily complete tasks as assigned by the Roadmaster or Crew Leader.
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. Ability to position oneself to perform physical labor in a standing, crouching, stooping, kneeling, or crawling fashion.
8. Ability to hear, speak, signal, or otherwise convey and exchange accurate information.
9. Ability to learn and understand relatively complex principles and techniques; to make independent judgment in the absence of management.
10. Other duties as may be assigned.

**JOB LOCATION**

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

## **EQUIPMENT**

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

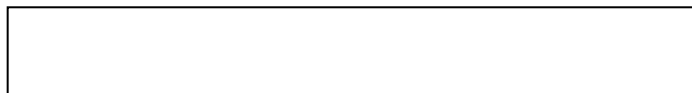
## **KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED**

1. High School diploma.
2. Ability and willingness to learn all aspects of road maintenance and construction,
3. Operation of trucks and various other heavy equipment with a minimum Class C drivers license
4. Ability to communicate with others and receive instructions.
5. Pleasant personality and ability to communicate effectively with the public and with co-workers.
6. Excellent oral and written communication skills.
7. Exceptional attention to detail and excellent organizational abilities.
8. Criminal, drug testing, and driver history background check and CDL physical are required for successful completion prior to hiring. Random drug and alcohol testing is required as a part of CDL driving responsibilities.

## **LICENSES, REGISTRATIONS OR CERTIFICATES:**

- High School Diploma
- Any Technical Certifications
- Driver's License Class C

CUMBERLAND TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER (EOE). QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, OR VETERAN STATUS. IF YOU NEED ASSISTANCE OR AN ACCOMMODATION DURING THE APPLICATIONS PROCESS BECAUSE OF A DISABILITY, IT IS AVAILABLE UPON REQUEST AND IS PLEASED TO PROVIDE SUCH ASSISTANCE, AND NO APPLICANT WILL BE PENALIZED AS A RESULT OF SUCH A REQUEST.



- NON-TOBACCO user applicants will have priority in hiring.

**This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position.**

CUMBERLAND TOWNSHIP AND THE AUTHORITY ARE EQUAL OPPORTUNITY EMPLOYERS (EOE). QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, OR VETERAN STATUS. IF YOU NEED ASSISTANCE OR AN ACCOMMODATION DURING THE APPLICATIONS PROCESS BECAUSE OF A DISABILITY, IT IS AVAILABLE UPON REQUEST. THE AUTHORITY IS PLEASED TO PROVIDE SUCH ASSISTANCE, AND NO APPLICANT WILL BE PENALIZED AS A RESULT OF SUCH A REQUEST.

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Witness:

Date: \_\_\_\_/\_\_\_\_/20\_\_

This Job description includes, but is not limited to, the position's essential functions. Management retains the discretion to modify or add other related duties to the position.

By my signature I acknowledge that I have read and understand the JOB DESCRIPTION and responsibilities of this position and further understand that this is an at-will employment position.

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

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Witness:

Date: \_\_\_\_/\_\_\_\_/20\_\_

