

**READING TOWNSHIP  
JOB DESCRIPTION**

**I. POSITION TITLE**

LABORER – EQUIPMENT OPERATOR

**II. JOB SUMMARY**

This is a skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings. General duties include the operation of Township vehicles, equipment and performing manual labor. The employee reports and receives work assignments from the Public Works Road Foreman and the Director of Public Works.

**III. DUTIES & RESPONSIBILITIES**

1. Patches roads; installs signs; installs and repairs guide rails, performs snow removal and applies salt and cinders as instructed. Duties also include road painting and marking, pipe lying, tree trimming and removal, mowing and brush clearing.
2. Has ability to properly operate all township equipment and hand tools.
3. Utilize equipment and materials in a safe manner.
4. Maintains an organized, clean and safe working environment at all times.
5. Maintains equipment, checking fluid levels, changing oil and performing minor repairs.
6. Perform building and ground maintenance of Township owned property.
7. Assists in traffic control, as needed.
8. Performs general cleaning of vehicles, equipment, hand tools, garages and break room.
9. Lock doors, turn lights off and secure township buildings, equipment and property at the end of the work shift.
10. Studies all operations and safety manuals, technical data, maintenance activities, start-up and shut-down procedures and any other associated written material, policy or procedures.
11. All other duties as assigned by the Public Works Director and/or Board of Supervisors.

**IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to perform the following physical demands: The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 100 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, etc. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, fumes, water, cold, heat, snow and rain. In addition, the employee must be able to operate all Public Works equipment and hand tools.
2. Ability to perform the following mental demands: The employee must be able to read and write at a high school level, reason and solve problems and understand and follow oral and written instructions. The employee must be able to interact appropriately with residents and maintain a professional attitude.
3. Ability to work independently without constant supervision; ability to learn and perform new tasks, and show initiative to perform these tasks without direct supervision.
3. Ability to work in excess of 8 hours/day and respond to emergency call-outs at any hour of any day or night.

**V. MINIMUM ACCEPTABLE TRAINING & EXPERIENCE**

Minimum education requirements are a high school diploma or equivalent and at least one year experience in a construction or Public Works job entailing duties similar to those required for this position. In addition, the employee should have a basic knowledge of construction practices, mechanics, confined spaces and trench work.

**VI. HOURS OF WORK**

Full-time 40 hour/week position with benefits, 6:30 am to 2:30 pm, Monday through Friday. Work overtime and attend evening meetings when requested by the Director of Public Works and/or Board of Supervisors.

**VII. REQUIRED LICENSES:**

Must hold a valid Pennsylvania Drivers License and valid Class-B Pennsylvania Commercial Driver's License.

The Board of Supervisors may make amendments and exceptions to this job description as they deem appropriate.

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Employee Signature

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Witness

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Date