

BATH TOWNSHIP

Job Description

TITLE: Department of Public Works Laborer

Reports To: DPW Foreman

Positions Supervised: None

Employment Status: FLSA Non-Exempt

Full-time: 40 hours per week with opportunities for overtime, \$18.00 - \$20.00 per hour

Broad Statement of Responsibilities:

Performs a wide variety of maintenance and custodial duties involving all Township-owned buildings and properties.

Specific Duties and Responsibilities:

1. Assists in the development of Township recreational lands, including construction and maintenance of parks, playgrounds, soccer fields, roadways, parking areas, picnic grounds, dock construction, streambank stabilization, and vehicle maintenance.
2. Performs grounds maintenance including mowing, cutting and removal of trees, snow/ice removal, painting & staining and various other tasks; also performs grounds maintenance on cemeteries at Bath Township.
3. Digs grave sites and fills after burials.
4. Performs building maintenance including repairs and minor construction/building projects.
5. Performs other general maintenance work including placing forms for cemetery headstones, pouring cement, repairing playground equipment, minor plumbing and electrical repairs.
6. Provides preventive maintenance and repairs to Township-owned and leased vehicles and equipment as required.
7. Sets up election equipment and returns same to storage after elections.
8. Performs other tasks and special projects as requested.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Desirable Employment Qualifications

- High school diploma; aptitude and skills in general maintenance and repairs.
- Communication skills to relate effectively with office staff and other department workers and vendors/suppliers.
- Valid drivers license and reliable transportation; ability to operate a variety of tools and equipment; also requires ability to receive/comprehend instructions and carry-out assigned tasks to achieve work schedules; requires ability to accept changes in assigned work priorities to accommodate project schedules.
- Ability to undertake hard manual labor; prolonged standing, bending, stooping and stretching required; manual dexterity to operate and use various tools, devices and equipment; physical agility to walk, climb into confined spaces; may occasionally involve working with chemicals; requires working outdoors frequently during all seasons and all weather conditions; lifting of construction materials, supplies and equipment weighing minimum of 75 pounds.