



## Job Description

- Posted: 05/12/2023
- Expires: TBA

**Position:** Seasonal Employee

**Department:** Public Works

**Dates of Employment:** May 2023 - August 2023

**Hours:** 6:30 A.M.- 3:00 P.M., Monday-Friday, 40 hours per week

**Wage Rate:** \$16.00 per hour

### Qualifications:

- Must be at least 18 years old.
- Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds.
- Required to bend, kneel, reach, and squat frequently throughout a work shift.
- Frequent movement in and out of equipment and vehicles.
- May be required to work shifts greater than (8) hours.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.
- Position involves a great deal of bending, squatting, kneeling, climbing, reaching, and twisting.
- Must be able to perform heavy manual labor under varying weather conditions.
- Must be able to take and comprehend oral instructions. Must be able to work well with others. Must adhere to high ethical standards and personal integrity.
- Works under the supervision of the Highway Supervisor and occasional direction from the Assistant Director and Director of Public Works.

**Antidiscrimination Policy:** It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of the guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

### Application Procedure:

Anyone interested in this position should obtain an Employment Application located at the Haverford Township Administration Building, 1014 Darby Road, Havertown, PA, or apply online at - [http://www.havtwp.org/Human\\_Resources\\_Job\\_postings.html](http://www.havtwp.org/Human_Resources_Job_postings.html) - Online Employment Application.

A pre-employment drug and alcohol screening will be required to determine that the applicant can meet the physical demands of the position. A background examination and criminal history check will be required and any costs to obtaining these items are the responsibility of the candidate.

**Selection Guidelines:**

Formal application, rating of experience; oral interview, and reference check; job-related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I, the employee, acknowledge that I have read and understand this job description. I am able to meet or exceed all aspects of the job description.

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Employee Signature

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Date

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Township Manager Signature

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Date