

POSITION DESCRIPTION      Temporary Summer Laborer/Maintenance Worker

## Jefferson Township

157 Great Belt Road  
Butler, Pennsylvania

### **TEMPORARY SUMMER LABORER / MAINTENANCE WORKER**

#### INTRODUCTION:

Work is performed on township roads, in and around township buildings, or in township recreational areas requiring the use and operation of a variety of hand and power tools, special purpose trucks, and equipment for the purpose of maintaining all roads and structures within the municipality. This position requires possession of a valid Pennsylvania Driver's License. The hourly rate ranges from \$18 hour to \$23 hour depending on experience. This position will not exceed 90 days of employment from June through possibly September for the year 2026. Work hours will be from 7:00 a.m. through 3:30 p.m. with a half hour duty-free unpaid lunch period.

DUTIES include but are not limited to the following:

#### Road Work / Maintenance

- Prepares roads for upcoming maintenance projects.
- Patches road surfaces by cleaning potholes, applying patch material, leveling and packing.
- Cleans and seals surface cracks as needed.
- Cleans ditches as needed to keep them free from obstructions.
- Repairs and replaces drainage structures as needed.
- Replaces and erects traffic signs as needed.
- Cleans dirt and refuse from township roads and drainage structures.

#### Equipment / Maintenance

- Cuts grass, trims bushes, trees and branches around guide rails using tractor mounted (as permitted by the Township Road Foreman) mowers and other hand and power equipment.
- Maintains all road dept equipment, performing regular service and cleaning.

#### Buildings and Grounds / Maintenance

- Performs maintenance on all township property (repairs, painting, etc.)
- Washes and performs routine service on township vehicles.
- Keeps the garage organized and sanitary.

KNOWLEDGE / ABILITIES REQUIRED

- Knowledge of state laws pertaining to the operation of motor vehicles
- Ability to understand and follow oral and written communication and instructions.
- Ability to learn and carry out routine mechanical operations.
- Ability to learn and perform the safe operation of specialized pieces of maintenance equipment (as permitted by the Township Road Foreman).
- Ability to pass Drug and Alcohol testing requirements.

SUPERVISION

The Road Foreman is the supervisor for this position, providing general and/or specific work assignments on a daily, project, or as needed basis. Employee is expected to complete duties with limited assistance and direction. Work may be performed under the direction of the Township Manager of Jefferson Township.

GUIDANCE

Employee will comply with all rules and regulations as governed by the State of Pennsylvania for Second Class Townships. This includes the wearing of all prescribed safety equipment. Employee will follow directions and instructions for the proper use and operation of all power tools and equipment.

PHYSICAL DEMANDS

This position is a physically demanding position. Employee must be able to safely lift a minimum of 75 lbs on a regular and recurring basis; may be required to lift items in excess of 75 lbs. on an occasional basis.