



PENN TOWNSHIP, WESTMORELAND COUNTY

JOB TITLE: SUMMER LABORER – GROUNDS MAINTENANCE

DEPARTMENT: PUBLIC WORKS

WAGE/SALARY: \$15 per hour

DATE REVISED: February 26, 2024

POSITION SUMMARY:

The Summer Laborer is hired for seasonal work within the Department of Public Works to complete tasks that can include cutting grass, operating powered lawn equipment in all weather conditions and providing general labor. This temporary, 40-hour per week position lasts for approximately thirteen (13) weeks from May to August. The work schedule is Monday through Thursday from 6:00 AM to 4:00 PM. The Township of Penn is an Equal Opportunity Employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

As directed by the Public Works Foreman or immediate supervisor shall:

1. Work with full-time permanent public works staff maintaining the grounds of the facilities and parks of Penn Township.
2. Cleaning outdoor and indoor spaces.
3. Painting indoor spaces and outdoor play and recreation equipment and buildings.
4. Waste collection from park trash receptacles.
5. Other duties as assigned.

QUALIFICATIONS:

Education and Experience

- A. Must be over the age of 18 at the time of application.
- B. Must possess a valid Pennsylvania driver's license and not have acquired more than two (2) traffic violations as evidenced by the applicant's Pennsylvania Department of Motor Vehicle License history
- C. Be willing to sign a release to authorize access to their driving record.
- D. Be willing to consent to a criminal background check. Applicant must not have been convicted of a felony or misdemeanor.
- E. Applicants must be prepared to work in all weather conditions.

Necessary Knowledge, Skills, and Abilities

- A. Have experience cutting grass and general landscaping.
- B. Ability to safely operate lawn mowers, edge trimmers and other miscellaneous landscaping hand and other power tools.
- C. Applicants must be prepared to work in all weather conditions.
- D. Work harmoniously with individuals and groups of employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

JOB DESCRIPTION
PENN TOWNSHIP PUBLIC WORKS SUMMER LABORER

Work is performed about 95% outdoors and 5% in the public works garage. Hand-eye coordination is necessary to operate powered landscaping equipment.

While performing the duties of this job, the employee is required to be on their feet walking pushing a lawnmower, trimming edges with a trimmer. The employee must have a valid driver's license and a safe driving record. The employee must occasionally lift and/or move up to 65 pounds. No light duty work is available for this position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is outdoors and requires driving to various parts of the Township to perform landscaping and other outdoor tasks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or 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.

Equal opportunity employer