

**Haverford Township
Job Posting**

September 21, 2023

Department: Public Works - Highway Division

Position: Electrician

FLSA: Non-Exempt

Hours: 6:30 AM to 3:00 PM, Monday through Friday (40 hours per week),
24-hour on-call availability.

Wage Rate: \$24.45 per hour

Position Summary:

This full-time position is generally responsible for the operation and proper maintenance of the highway department truck or bucket truck, to include checking vehicle for proper operating conditions and performing routine maintenance checks. This position involves general maintenance work on township streets and property that requires skilled operation of vehicles such as bucket trucks, dump trucks, snow plows, as well as manual labor. This position will be expected to work both independently and as part of a team.

Qualifications:

High school diploma or GED or its equivalent, one to two years' experience in public works construction and maintenance activities or any equivalent combination of education or experience.

Applicants must possess and maintain for continued employment a Commercial Driver's License (CDL) Class B and must obtain Class A in 6 months.

Must have experience in all aspects of residential and commercial electric street lights.

Working knowledge of public works equipment, operation, and mechanics of construction and maintenance procedures.

Must be able to perform heavy manual labor under varying weather conditions.

Must be able to take and comprehend oral and written instructions.

Must be willing to update skills and learn new skills as necessary.

Must attend training sessions as requested.

Must be able to work well with others.

Must demonstrate initiative and innovation in achieving results.

Must adhere to high ethical standards and personal integrity.

Must use available resources efficiently.

Must be well organized.

Must be able to work diplomatically, courteously and professionally with individuals who may be angry, frustrated, or upset.

Supervision received:

Works under direct supervision of the Lead Electrician and Highway Superintendent with occasional direction from the Assistant Director of Public Works and the Director of Public Works. Some assignments may be conducted under general supervision; oral and written instructions provided by supervisor daily. Performs routine duties that occasionally are carried out independently, but are subject to progress checks during and upon completion for satisfactory performance.

Essential Functions:

- Ability to work on unsecured secondary utility power.
- Operates bucket trucks and other equipment of moderate complexity for all public works projects, performs manual labor incidental to the work of operating assigned equipment, services, and maintains equipment.
- Performs electrical maintenance and repair, including all township owned facilities and street lights.
- Assists as directed, with installation of signs as required by state permits.
- Operates vehicles and equipment for snow and ice control on township and state roadways, plows township properties, works with other equipment, performs emergency highway repairs, and responds to other public works related emergencies as required.
- Work responsibilities are variable with periods of extreme activity. Some workdays may be longer than eight hours. Successful applicant will be required to work nights, weekends, and holidays during weather and other emergencies. Performs overtime work as requested by supervisor.
- Uses a variety of hand and power tools and other equipment to include, but is not limited to: wood chippers, chain saws, string trimmers, and portable electric tools.
- Occasionally uses general office equipment such as calculators, computers, key boards, computer printers, telephones, and fax machines.
- Work requires minimal travel for training and other events.
- Works under field conditions with unavoidable exposure to inclement weather and a variety of hazardous conditions such as dust, fumes, and dangerous road conditions.

- Personal protective equipment and safety gear must be utilized by all public works employees.
- Will be required to participate in a variety of training sessions and instructional classes pertaining to public works practices.
- Other public works related duties as assigned from time to time.

Licenses, Registrations, or Certificates Required:

Valid Pennsylvania Driver's License, CDL Class B, and must obtain Class A within 6 months of hire.

Physical Demands:

Frequent strenuous physical effort required; ability to lift and carry 50 to 100 pounds. Required to climb, bend, kneel, reach, and squat frequently throughout a work shift. Frequent movement in and out of equipment and vehicles. Will be required to work shifts greater than (8) hours during winter and emergency operations.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

Work Environment:

The work environment characteristics described here are representative of those an 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.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching, and twisting.

Operates variety of public works equipment such as trucks in excess of 35,000 GVW and bucket truck.

Work occasionally involves responding to angry, frustrated, or upset individuals.

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 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 applying for this position should obtain an employment application or apply directly on the township website. Please visit the Haverford Township website at www.havtwp.org - (Human Resources)

A pre-employment drug and alcohol screening, background examination, criminal history check, and physical examination will be required to determine that the applicant can meet the physical demands of the position.

The last day to apply to this job posting is October 4, 2023

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 illustrations 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.

Employee Signature

Date

Township Manager Signature

Date