

# Job Advertisement for Unskilled Laborer

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East Bradford Township seeks full-time unskilled laborers for its Public Works Department. Pennsylvania CDL license Class B required (or must be obtained within 90 days of hire). Ability to operate most equipment required. Physical work required including mowing, patching, and digging. The employee must occasionally lift and/or move weights of 50 lbs or more. Must be available during emergencies and on-call approximately 10 weekends per year, including some holiday weekends. Hourly rate \$20.50-\$29.50 with excellent benefits; actual salary to be based on experience/qualifications. Application forms are available at the East Bradford Township office (676 Copeland School Road, West Chester, PA 19380) or online at [www.eastbradford.org](http://www.eastbradford.org). Applicants may apply in person, mail to the Township office, or email to [mcantlin@eastbradford.org](mailto:mcantlin@eastbradford.org). Applications are due by 4:00 pm on December 3, 2021. EOE

# East Bradford Township

## Application for Employment

An incomplete or illegible application will not be accepted/considered.  
Please type or use a ball point pen to complete this application.

### Personal Information

Position applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

How long have you been living at this address? \_\_\_\_\_

Phone number: \_\_\_\_\_  
(Day) (Evening)

Email: \_\_\_\_\_

Are you at least 18 years old?  yes  no If no, give your birth date: \_\_\_\_\_

Do you have the legal right to work in the United States (*applicants are required to furnish proof of identity and legal work authorization prior to hire*)?  yes  no

Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense?  yes  no

If yes, state the nature of the offence, date, city, and state (*Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offence will be evaluated on its own merit with consideration for job duties which you will be performing*):

Do you have a valid PA Driver License?  yes  no

Do you possess a Commercial Driver License?  yes  no Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Has your Driver License been suspended or revoked in the last 5 years?  yes  no

If yes, please explain:

Have you received any traffic violations in the past 3 years?  yes  no

If yes, please provide date and description of violation:

During the past 10 years, have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons?  yes  no

Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation (*refer to job description*)?  yes  no

Are you willing to work overtime?  yes  no

How did you hear of this position opening? \_\_\_\_\_

## Employment History

Please complete this section even if you attach a resume.

List your work experience, most recent first, for at least the last 10 years. Include military experience.

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Email: \_\_\_\_\_

Full time  Part time (# of hours/week): \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

May we contact your supervisor?  yes  no

Reason for leaving:

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Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Email: \_\_\_\_\_

Full time  Part time (# of hours/week): \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

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Immediate supervisor and title: \_\_\_\_\_ Email: \_\_\_\_\_

Full time  Part time (# of hours/week): \_\_\_\_\_ From (Mo/Yr): \_\_\_\_\_ To (Mo/Yr): \_\_\_\_\_

May we contact your supervisor?  yes  no

Reason for leaving:

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## Education

Circle the last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 13 14 15 16 17 18 19 20 (Other: \_\_\_\_\_)

Starting with high school, list schools attended and their location	Type of degree earned	Course of study

If you are not a high school graduate, do you have a GED?  yes  no

Discuss any other experience/training you feel is relevant to the position you are applying for:

## Applicant Statement

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

I understand that, if hired, my employment would be "at-will" and could be terminated at any time by either party, with or without cause and with or without notice.

All information will be kept confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# East Bradford Township Job Description

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## *Job Title: Public Works Laborer – Unskilled*

**Department:** Public Works

**Supervises:** None

**Reports To:** Public Works Director

**FLSA Status:** Non-Exempt

### **Position Summary**

The Public Works Unskilled Laborer position performs a variety of tasks related to the Township infrastructure, facilities and buildings involving the operation of vehicles, equipment, and tools.

### **Qualifications Required**

- Pennsylvania CDL license Class B with airbrake endorsement (or will need to obtain Pennsylvania CDL license Class B with airbrake endorsement within 90 days of hire)

### **Qualifications Desired**

- High school diploma or its equivalent
- Post-high school voc-tech certification in a related field
- Trench shoring and confined spaces training certifications
- CPR and/or first aid certifications
- LTAP certifications
- LTAP Road Scholar Certification
- Flagger certification

### **Essential Functions & Responsibilities**

- Operate manual, pneumatic, and power maintenance tools with supervision
- Operate light and medium equipment with supervision
- Repair and maintain roads with asphalt, hot/cold patching, and sealant materials
- Erect and repair guiderail, signs, and channeling devices
- Perform traffic control setup for work sites
- Paint stop bars and traffic lines
- Clean out storm drains, pipes, streams, and flood control structures
- Clean and repair catch basins, culverts, and storm drains
- Load and unload materials and tools from trucks
- Clean and store tools and equipment after use
- Respond to emergency situations
- Remove fallen trees from roadways and trim low lying limbs from streets
- Participate in winter storm operations, including operating snow plow equipment and applying anti-skid materials to clear public roadways
- Control vegetation by mowing, weed whacking, weeding, and pruning
- Apply mulch to planting beds, playgrounds, and other areas
- Collect trash and refuse from Township facilities, parks, and trails
- Clean Township facilities (park facilities, park restrooms)
- Complete small carpentry, painting, and other improvement projects

- Submit weekly time sheets to the Public Works Director
- Adhere to regulations and safety standards
- Receive feedback (e.g. comments, complaints, suggestions) from the public and communicate feedback to the Public Works Foreman or Public Works Director
- Routinely survey streets, roads, pavements, parks, trails, and other Township facilities and report needs and/or deficiencies to the Public Works Director or Public Works Foreman

### **Nonessential Functions & Responsibilities**

- Assists with vehicle and equipment maintenance and repair
- Operate heavy equipment with supervision

### **Successful Factors – Knowledge, Skills & Abilities**

- Attention to detail – Ability to follow detailed procedures and concentrate on routine work details
- Reliability – Ability to be trusted to provide what is needed; dependable and believable
- Policies, process, and procedures – Ability to act in accordance with established guidelines and follow standard procedures
- Quality – Ability to maintain high standards, do work right the first time, and inspect material for flaws
- Teamwork – Able to display enthusiasm and promote a friendly group working environment
- Knowledge of materials, methods, and tools and practices involved in the construction or repair of streets, roads, pavements, parks, trails, recreation areas, and storm water management systems
- Knowledge of arithmetic (addition, subtraction, multiplication, division, fractions, decimals)
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance

### **Physical Demands & Work Environment**

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to find, handle, feel or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk, hear and smell. The employee must occasionally lift and/or move weights of 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the essential duties of this position, the employee is continuously exposed a variety of indoor and outdoor conditions. Some work is performed in office settings while other work will expose the employee to outdoor weather conditions. The employee is frequently working near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The noise level ranges from moderate to very loud depending upon the location and type of work being performed.

**Approval/Revision Date: October 30, 2017**

### **General Sign-off:**

The employee is expected to adhere to all Township policies while employed. The statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Signature: N/A - For information only

Date: \_\_\_\_\_