

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION POSITION DESCRIPTION

SUMMER HELP PROGRAM – SEASONAL – CONSTRUCTION/MAINTENANCE

Department:	Water Management
Facility:	Marion Avenue Plant
Supervisor:	Assistant Superintendent
Revision:	N/A
Education:	Minimum of High School Diploma (equivalency)*
Certification:	Must have signed/authorized working papers to be eligible
Residency:	To be considered for employment, candidate must be a resident of either the Township of Pennsauken or the Borough of Merchantville at the time of application. Residency is required for continued employment.
Skills Needed:	Successful candidates shall possess effective communications skills, be responsible, possess basic motor skills and be capable of being trained to operate basic hand tools, maintenance equipment and supplies.

Position Overview

This position is a part-time and seasonal, per diem position where the hours are limited and where no benefits are offered. This position is a routine and basic maintenance position, where the ideal candidate has strong communications skills, a willingness to learn and can follow instructions in a responsible and productive manner. The position will require the employee to work both indoors and outdoors to perform routine landscape and maintenance tasks such as, but not limited to; washing of vehicles, painting, facilities upkeep (sweeping/mopping, etc.), lawn cutting, trimming and other routine activities.

Hours of Duty

Generally, MPWC Summer Help hours are (07:00 am to 3:00 pm), Monday through Friday. Seasonal employees will not be expected to work more than forty hours in any given work week.

Duties and Responsibilities

The Summer Help duties and responsibilities are, but are not limited to, the following;

- Grounds Maintenance - Lawn Equipment:
 - Lawn Mowers, Trimmers, Edgers, Blowers
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- Painting:
 - MPWC Facilities, inside and out
 - Fire Hydrants
 - Parking Lot Lines

** The MPWC accepts applications from high school age students who have working papers.*

- Cleaning:
 - MPWC Vehicles
 - Facility Windows
 - Facility Floors, Mop, Sweep, Etc.
 - Facility Gutter Cleaning
 - Facility Waste/Recyclables Control
 - Facility Grounds Upkeep
- Assist Full-Time Personnel
 - Unload Deliveries
 - Answer Phones
 - Assorted Office Work
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All Summer Help/Seasonal Personnel shall receive Safety Training for:

- Ladder Safety
- Working with Paints and Certain Approved Solvents
- Use of Lawn Power Equipment (16 yrs. And older)
- Fire Safety
- Personal Safety Equipment