



RISK REMINDER

PARTNERING WITH TOWNSHIPS

JOB DESCRIPTIONS By: Human Resources Help Line

Job descriptions are an essential component of recruiting, hiring, managing, and developing employees. They are useful tools for supervisors in communicating performance expectations and evaluating employee performance.

A job description summarizes each position so that applicants have a clear understanding of the position. They also serve as a major basis for outlining performance expectations, job training, job evaluation and career advancement. In addition, a job description is an important component for considering reasonable accommodation requests as required by the Americans with Disabilities Act (ADA).

A job description should describe the tasks, duties, functions and responsibilities of each position and clearly list the job duties and requirements of each position. They typically include the job title, a summary of the position, essential duties and responsibilities, a requirements section, and a section for other important information about the position.

A template for creating a job description has been listed below.

| | | |
|-------------------------------------|--|------------------------|
| [insert logo or Township name here] | | JOB DESCRIPTION |
| Title: | [insert title here] | |
| FLSA Status: | [exempt or non-exempt] | |
| Pay Status: | [salary/hourly] | |
| Reports To: | [insert title of who this position reports to] | |
| Location: | [insert municipality or location of this position or department] | |

Summary:
[this section is used to describe an overall summary of the position, usually one to two sentences describing why the position exists, purpose of the position, primary outcomes expected, how the position supports township goals]

Essential Duties & Responsibilities:
[List the 5-10 primary functions that represent the essential duties of the position. Focus on outcomes and responsibilities rather than individual tasks.]
Essential functions are the fundamental job duties of the position. A function may be considered essential because the position exists to perform that function, there are a limited number of employees available to perform it, or it requires specialized knowledge or expertise
This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Supervisory Responsibilities:
This position: [check all that apply]
 Has no supervisory responsibilities
 Supervises employees
 Supervises supervisors/managers
Number of employees supervised: [insert number of employees supervised]

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
[List the qualifications and attributes required to perform this role, i.e., communication skills, equipment, etc.]

Education and/or Experience
[List education that is required and year and type of experience required or preferred.]
Driving Requirements [check all that apply]
 Regular operation of Township vehicles
 Occasional travel between facilities
 Valid driver's license required
 Commercial Driver's License (CDL) required

Computer Skills
[List specific computer skills needed if any.]
Certificates, Licenses, Registrations
[list any licenses, certifications or registrations required, i.e., driver's license]

WORKING CONDITIONS
Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. **Examples: Office environment, Manufacturing environment, Warehouse environment, Outdoor work, Exposure to noise, chemicals, weather conditions, etc.**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:
 Sedentary
 Light Work
 Medium Work
 Heavy Work

Lift/Carry Requirements:
 Occasionally: Lifting of objects weighing no more than 15 pounds on a regular basis.
 Frequently: Objects weighing 15-35 pounds lifted on a regular basis.
 Constantly: Objects weighing 35-50 pounds lifted on a regular basis.

Ability to effectively communicate and perform the essential functions of the position with or without reasonable accommodation.

Disclaimer: This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties as business needs require.

If you have any questions, please call the Human Resources Help Line at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7