

Article VII — Essential Job Functions

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Article VII — Essential Job Functions

§ 12-701 In General.

All employees of the Borough must be able to perform all of the essential functions of their positions of employment, either with or without reasonable accommodation.

§ 12-702 Office Staff.

Each of the following are essential job functions for an office staff position of employment with the Borough, including the Borough Manager, Borough Treasurer, and Administrative Assistant:

- (a) Withstanding long periods of sitting.
- (b) Communicating effectively with the public.
- (c) Hearing.
- (d) Mobility.
- (e) Operating office machines, including telephones, fax machines, computers, and photocopiers.
- (f) Operating office machines for long periods of time.
- (g) Typing at a rate of at least thirty (30) words per minute.
- (h) Access paperwork while working on office machines.
- (i) Seeing.

§ 12-703 Maintenance Personnel

Each of the following are essential job functions for a maintenance personnel position of employment with the Borough:

- (a) Possessing a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. Except as described in § 12-606(d)(2) (concerning newly hired Maintenance Per-

sonnel level C positions), it is also essential for maintenance department employees to possess a Class A or Class B commercial driver's license issued by the Commonwealth of Pennsylvania.

- (b) Withstanding prolonged periods of standing and sitting.
- (c) Communicating effectively with the public.
- (d) Operating a motor vehicle for long periods of time.
- (e) Completing written reports in a clear and concise manner.
- (f) Hearing.
- (g) Walking.
- (h) Using hands and fingers to handle or operate objects, controls, tools, telephones, copiers, pagers, first aid equipment, and maintenance equipment.
- (i) Reaching with hands and arms.
- (j) Lifting objects weighing up to fifty (50) pounds.
- (k) Balancing.
- (l) Smelling.
- (m) Stooping and bending.
- (n) Seeing, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- (o) Working in an environment with a noise level that is generally moderate, although occasionally louder.
- (p) Working near moving mechanical parts and objects.
- (q) Working in high, precarious places.
- (r) Working with explosives, such as diesel fuel, gasoline, acetylene, chemical cleaners, and lubricators.
- (s) Withstanding prolonged periods of exposure to wet and/or humid conditions, extreme heat, or extreme cold.
- (t) Withstanding periods of time in confined spaces.