

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.

[Ord. 415 10-29-2003]

§ 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.

[Ords. 415 10-29-2003, 469 12-26-2007, 484 08-12-2009, 526 01-28-2015, 539 07-12-2017]

§ 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 Personnel 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.

[Ord. 415 10-29-2003]