



Public Works Maintenance Employee

Public Works Department

Job Description

Job Objective / General Description:

Support short and long term scheduled or emergency work of the Township with responsibilities that include but are not limited to; efficient planning and accountable implementation of operation/maintenance/repair of Township owned buildings/facilities, grounds, parks, open spaces, recreational structures, roads, bridges, and rights of way, using any means/equipment authorized and available. Position requires reliable, flexible, self-motivated individual that can work independently or as a productive member of a team, who shall engage in effective communication that furthers the goals and objectives of the Township.

Supervision:

Employee may supervise peer employees on specific projects or seasonal employees/volunteers as assigned. This position reports to the Public Works Crew Foreman, Roadmaster, and Director of Public Works. May report to other department heads when performing joint tasks

Minimum Education, Training and Experience Required:

- Shall have general knowledge, working familiarity, and can safely operate assigned and/or required equipment for the operation/maintenance/repair of Township assets using practices/methods/materials that efficiently complete the task at hand.
- Shall obtain additional training in support of new equipment/technologies beneficial to the Township or as directed.
- Shall have a valid Pennsylvania driver's license, clean driving record and obtain/maintain a Pennsylvania Class "A" Commercial Driver's License or other licenses/certifications as determined by the Township or their designee.
- Must have ability to obtain and maintain appropriate CDL license.
- Shall be able to safely and efficiently operate a vehicle with snowplow.
- CPR, Basic First Aid, and Blood Born Pathogen certification required.
- Must be highly self-motivated, able to follow established procedures, exercise common sense and sound judgment for the prevailing conditions and meet work quality/quantity expectations while working unsupervised/independently.
- Shall have ability to communicate effectively, both orally and in writing, and able to follow verbal or written directions. All communication must be done in the English language.
- Shall have ability to keep accurate written records as directed.

- Shall have ability to read and interpret labels on chemicals and supplies.
- High School/Trade School Diploma or equivalent.
- A minimum of one year of previous experience with some formal training or vocational education in road construction preferred.
- Knowledge of use of all common hand tools and road and maintenance equipment is required.

Essential Job Functions:

- Perform all work relative to job function in accordance with sound safety practices.
- Use vehicles, power equipment and hand tools necessary to accomplish assigned tasks.
- Ensure safe environment on public roadways by implementing or assisting with repairs, traffic control, and directional signage.
- Required to participate in emergency on-call and perform weather related and emergency service as required.
- May voluntarily participate in on-call program requiring employee to be available off hours for any call-in work.
- Shall be ready, willing, and able to participate in Township snow removal/icing abatement operations when conditions prevail.
- Performs regular inspections of Township assets and promptly communicates observations that cannot be resolved immediately to immediate Supervisor or appropriate personnel.
- Responds to public inquiries in a courteous manner, provides information within scope of authority and knowledge, and reports inquiries whether resolved or not to immediate supervisor.
- Shall be observant of and promptly communicate abnormalities/concerns that are adverse to the goals and objectives of the department.
- Performs routine service and minor repairs on building or office furnishings.
- Assists with set-up/breakdown of various areas for special events. Ensures security of all Township buildings and protection of assets through use of all available means and systems.
- Assists in the development and preparation of project work supporting the operation/maintenance/repair of Township assets as assigned.
- Performs first echelon of maintenance/care of Township vehicles and equipment. Performs routine preventative and corrective maintenance. Promptly communicates unresolved issues and concerns to immediate supervisor.
- Informs Department Head of any needs for training to ensure safe and reliable work.
- Attends seminars and training as beneficial to the Township or as directed.
- May perform duties of similar complexity in other departments as required or assigned.

