



## **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.

