

JOB DESCRIPTION:

FULL-TIME ROAD CREW/EQUIPMENT OPERATOR/LABORER

SUMMARY:

This is a skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of township vehicles, equipment and manual labor. The employee is required to be available to work a flexible work schedule during snow removal operations and emergency situations that may include mandatory overtime. Required to have a pre-employment physical exam.

SUPERVISION RECEIVED:

Works under general guidance and direction of the Township Roadmaster.

SUPERVISION EXERCISED:

Serves as lead worker over other personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate medium and heavy-duty trucks of various types in any possible weather condition for this area.
- Operate various types of snow plowing equipment and deicing equipment.
- Operate construction or power equipment such as loader backhoe, road grader, tractor with a boom mower and ditcher, road plane, York rake, PTO generator, asphalt distributor.
- Operate small equipment and tools to maintain street systems.
- Perform daily maintenance inspections and evaluations on all pieces of equipment.
- Perform general cleaning and washing of vehicles and equipment.
- Perform general clean-up of garage
- Perform preventive maintenance on all of the equipment such as changing and monitoring fluids, changing any worn parts.
- Perform routine maintenance on township-owned buildings and grounds, such as mowing, landscaping, siding and roofing replacement, plumbing, light carpentry.
- Perform evaluations of road surfaces to determine if salting, plowing, grading, pothole filling, brining, crack sealing is required.
- Perform the task of directing traffic flow through a work site at a safe speed and rate.

- Perform installation and maintenance of guiderails, traffic control signs and devices.
- Perform the task of removing trees and/or branches from roadways and right of ways.
- Assist in the maintenance and inspection of the sewer collection system.
- Perform other tasks as assigned by the Township Roadmaster.
- Undergo field instruction and training on any new road department equipment by a recognized operator.
- Perform all duties in conformance to appropriate safety and security standards.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or assigned to the position by the Board of Supervisors.

MINIMUM QUALIFICATIONS:

Education/ and Experience/License:

- Graduation from high school or GED equivalent.
- Two (2) years of experience involving the use of medium and heavy equipment.
 - PA drivers license is required, CDL Preferred

Necessary Knowledge, Skills and Abilities:

- General knowledge of heavy-equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Skill in operation of listed tools and equipment.
- Ability to understand and follow oral or written instructions.
- Ability to observe and implement proper safety precautions.
- Ability to establish effective working relationships with other employees and supervisors.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to represent the township with the public in a respectful manner.
- Ability to function well under stressful situations.
- Ability to work in excess of eight (8) hours per day.
- Ability to respond at any hour of the day or night.

SPECIAL QUALIFICATIONS:

- Valid CDL drivers license with an air brake endorsement, desirable.
- PA Department of Transportation driving record check (must be able to be added to and covered on the township insurance policy).
- Pre-employment drug and alcohol testing with test results indicating a negative for controlled substances; and continued compliance with the Jefferson Township Drug and Alcohol Policy.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including snow plowing equipment and deicing equipment, loader backhoe, road grader, tractor with a boom mower and ditcher, road plane, York rake, PTO equipment, saws, compressors, sanders, welders, common hand and power tools, shovels, wrenches, mobile radio, phone.

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.

- The employee is regularly required to use hands to handle, feel or operate objects, tools, or controls, to steer and to reach with hands and arms.
- The employee is regularly required to use feet to operate brake and gas pedals, shift gears, etc.
- The employee must be able to see, hear, walk, stand, sit, squat, shovel, rake, climb stairs and ladders, climb in and out of ditches, manholes, inlets, equipment, etc.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, up to 100 pounds.
- The employee must be able to drive all township trucks and operate all township equipment.
- The employee must have sufficient physical strength and freedom from disabilities to lift heavy objects and work under adverse weather conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee works outside daily and is exposed to dirt, dust, noise, vibration, grease, oil, diesel fuel, gasoline, sewage, fumes, airborne particles, water, cold, heat, snow and rain.
- The employee is occasionally exposed to toxic or caustic chemicals, and risk of electrical shock.
- The employee frequently works near moving mechanical parts.

- The noise level in the work environment is usually loud.
- The employee occasionally works in high, precarious places.
- Required to take meal breaks on site.

SELECTION GUIDELINES:

- Formal application, rating of education and experience, oral interview and reference check, job related testing.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.