

## **JOB DESCRIPTION**

### **I. JOB TITLE**

ROAD CREW MEMBER (NON-EXEMPT)

### **II. POSITION SUMMARY**

This position performs maintenance and repair work and operates a variety of equipment in the construction, repair, maintenance and replacement of the Township's roads, storm drainage, parks, buildings, facilities and systems.

### **III. DUTIES AND RESPONSIBILITIES**

This position reports directly to the Roadmaster. Tasks performed may be performed with other crew members or may be performed alone. Those tasks include but are not limited to the following:

Pave, patch and repair Township streets and roadways using materials such as asphalt, stone, dirt and concrete.

Install, repair and replace street signs and road signs.

Perform general maintenance and repair of Township curbs, sidewalks and drainage control systems.

Perform snow removal from Township properties and roadways using all types of equipment from hand tools to heavy trucks and plows and includes the application of anti-skid as needed.

Perform building and structure interior and exterior maintenance such as cleaning, painting, replacing light bulbs and minor repairs.

Assist in ground maintenance work such as planting, seeding, mowing, weeding, ground preparation and tree trimming.

Operate special purpose motorized equipment including mowers, sweepers, graders, backhoes, rollers, skid loaders and rubber tired loaders.

Perform required routine maintenance and repair work on vehicles and equipment including required daily trip sheets.

Participate in cleaning and checking equipment and tools after use.

Remove trash along roadways and empty trash containers from various Township facilities.

Perform all duties in conformance with appropriate safety and security standards.

#### **IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities

Skilled in the operation of light, medium and heavy equipment.

Skilled in the use of various hand and power tools.

Ability to be available on a twenty-four hour basis for emergencies. To include the ability to be on an on-call status one week per month.

Ability to develop and maintain cooperative relationships with coworkers and Township residents.

Ability to drive in a professional, courteous and safe manner to include driving in adverse weather conditions.

Ability to understand and carry out written and oral instructions.

Ability to work under adverse weather conditions.

Ability to perform daily pre-trip and safety inspections on Township owned vehicles.

Ability to perform heavy manual tasks for extended periods of time.

Ability to read, write and perform basic arithmetic calculations.

#### **V. MINIMUM EXPERIENCE OR TRAINING**

Education equivalent to High school diploma required.

Must possess and maintain a valid Pennsylvania Driver's License with a minimum Class B Certification.

#### **VI. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee frequently works in outdoor weather conditions and may be exposed to wet and or humid conditions..

The employee frequently works near moving mechanical parts to include elevated noise levels.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and a risk of electrical shock.

The employee shall be required to work in or near vehicular traffic.

**TOWNSHIP OF DICKINSON**

By:   
Dickinson Township Manager

Date: 3.29.2018

DICKINSON TOWNSHIP

Dickinson Township recognizes and embraces the concept of equal employment opportunity. It is Dickinson Township's policy to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non-job related physical or mental handicap or disability.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE ANY APPLICANT AN INTERVIEW OR EMPLOYMENT

PERSONAL DATA

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Present Address: \_\_\_\_\_  
(Street) How Long \_\_\_\_\_  
(City) (State) (Zip)

Have you ever worked for Dickinson Township \_\_\_\_ Yes \_\_\_\_ No When: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Referred by: \_\_\_\_\_

JOB INTEREST ( ) Full Time ( ) Part Time ( ) Other: \_\_\_\_\_

POSITION DESIRED: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

ARE YOU WILLING TO WORK AT NIGHT, WEEKENDS, HOLIDAYS, DURING EMERGENCIES AND STORMS OR WHEN REQUESTED BY YOUR SUPERVISOR? ( ) Yes ( ) No  
DO YOU HAVE A VALID PA. DRIVER'S LICENSE? ( ) Yes ( ) No If yes, Class: \_\_\_\_\_  
Number: \_\_\_\_\_

EDUCATION:

Trade School/Business High School College  
Last year completed: ( )1 ( )2 ( )3 ( )4 ( )9 ( )10 ( )11 ( )12 ( )1 ( )2 ( )3 ( )4  
NAME & ADDRESS of SCHOOL Did You Course  
Graduate Degree

	Trade School/Business	High School	College
TRADE SCHOOL / BUSINESS			
HIGH SCHOOL			
COLLEGE			

GENERAL INFORMATION:

Are you over the age of 18? \_\_\_\_\_ Have you ever been convicted of a crime other than a Traffic Violation? ( ) Yes ( ) No  
Are you a veteran? \_\_\_\_ Dates of Duty: \_\_\_\_\_ to \_\_\_\_\_ Rank \_\_\_\_ Date of Discharge \_\_\_\_\_  
Other Education, Training, Skills: \_\_\_\_\_

Machines / Equipment you are qualified to operate: \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

PLEASE LIST YOUR RECENT JOB FIRST, ACCOUNT FOR ALL TIME INCLUDING UNEMPLOYMENT, USE ADDITIONAL SHEET, IF NECESSARY

DATES FROM TO	EMPLOYER NAME & ADDRESS	1. Job Title 2. Department 3. Name of Supervisor	DESCRIBE MAJOR DUTIES	WAGES START FINAL	REASON for LEAVING
		1) _____ 2) _____ 3) _____			
		1) _____ 2) _____ 3) _____			
		1) _____ 2) _____ 3) _____			
		1) _____ 2) _____ 3) _____			
<b>REFERENCES: Give Names of Three Persons. Exclude Relatives or Former Employers</b>					
Name	Address	Business			
<b>IN CASE OF EMERGENCY NOTIFY:</b>					
		(Name)	(Relationship)		
		Address	Phone		
<b>APPLICANT'S CERTIFICATION AND AGREEMENT:</b>					
I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if employed, falsified statements on the Application shall be considered cause for dismissal.					
This application must be signed and dated for consideration.					
This is a drug free environment, drug testing may be required prior to being hired.					
A criminal background check may be done prior to your being hired, are you willing to release your Social Security number for the background check.					
<b>APPLICANT SIGNATURE</b>					<b>DATE</b>

*This space for Personnel Department use only.*

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

For Job Title: \_\_\_\_\_ Dept. \_\_\_\_\_ Wage \_\_\_\_\_ Per \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

Reason for Non-Placement: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Dickinson Township, Cumberland County** is accepting applications for a full time position of Road Crew member. Heavy equipment operation and minimum Class B license required. A copy of the job description and application is available on our website under **News & Announcements/Employment** – [www.dickinsontownship.org](http://www.dickinsontownship.org)  
Application must be received at the Dickinson Township Municipal Building, 219 Mountain View Road, Mt. Holly Springs by 3:30PM by Friday, April 27, 2018. Applications can also be emailed to the Township Manager, Larry Barrick Jr. at [manager@dickinsontownship.org](mailto:manager@dickinsontownship.org). Dickinson Township is an Equal Employment Opportunity Employer.