

## **PUBLIC WORKS JOB DESCRIPTION**

### **I. JOB TITLE**

PUBLIC WORKS 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 Public Works Director or Road Foreman. 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 and road signs.

Install, repair and replace stormwater pipes and road culverts.

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 including but not limited to cleaning, painting, 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, with the ability to obtain a Class A Certification within one year of applicants hire date.

#### **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: \_\_\_\_\_