

## **Job Description**

**Job Title:** Maintenance Employee – Level 1  
**Reports To:** Roadmaster/Public Works Assistant  
**Direct Reports:** none  
**Date:** June 2012

### **GENERAL PURPOSE OF JOB**

Provide general labor on various projects in the Township, including maintenance on roads, right of ways, and grounds of Township owned properties. Operates equipment, which does not require a Commercial Drivers License, such as dump trucks, snow plows, tractors, as well as use of hand and power tools is common in this position. Manual labor duties are required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide general labor on various projects in the Township. Assists with the maintenance of berms and drainage swales as necessary including but not limited to: patchwork, snowplowing, salt/cindering, digging of drainage ditches and pipework.
- Work requires strenuous physical effort and exposure to uncomfortable working conditions.
- Work may occasionally require the operation of more complex pieces of equipment; either on a training basis or in the absence of higher-level equipment operators.
- Knowledge of proper operating procedures and safety practices associated with trucks and construction equipment or the ability to learn while on the job.
- Work is performed independently and under the direction of the Roadmaster.
- Ability to understand and follow oral and written instructions.
- Checks vehicles for proper operating conditions and performs routine vehicle maintenance and upkeep of hand tools and power equipment.
- Perform mowing and vegetation control on all township properties including the Old Gregg School and ball field as required.
- Follow Federal (OSHA), state regulations and Township policies regarding safety training and safe work practices, including but not limited to the use of reflective clothing, dust masks, face shields, safety glasses and hard hats.
- Performs other duties as assigned.
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### **CERTIFICATES, LICENSES, REGISTRATIONS**

PA Class C – Drivers License or the ability to obtain one.

Flagger Training Certification (Can be obtained during course of employment)

Pre-Employment Drug Test required.

### **EDUCATION and/or EXPERIENCE**

A High school diploma or general education degree (GED) and one to three months related experience and/or training or equivalent combination of education and experience is necessary for this position.

### **LANGUAGE SKILLS**

This position requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; as well as the ability to write routine reports and correspondence

### **MATHEMATICAL SKILLS**

It is necessary for this position to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals

### **REASONING ABILITY**

This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists. It also requires the ability to interpret a variety of instructions furnished in written, oral, or diagram form.

### **PHYSICAL DEMANDS**

This is a highly mobile position that requires the ability to stand, walk, use hands, reach with arms, talk, hear, climb, kneel and crouch constantly. Frequent lifting up to 50 pounds with occasional heavier lifting required. Physical demands will consume approximately  $\frac{3}{4}$  of the Maintenance Employee daily schedule.

This position requires the use of all types of vision, including close, distance, color, peripheral, depth perception, and adjustment of focus.

### **WORK ENVIRONMENT**

This position frequently is exposed to outdoor weather conditions (including extreme hot and cold temperatures). Moderate to loud noise levels are common. This position is also exposed to working in high places, exposure to electrical shock hazards, fumes and moving mechanical parts. This position requires working in a dirty environment where worker and clothing easily become dirty. Approximately  $\frac{3}{4}$  of the Maintenance Employee's time is spent in this work environment.

Working in unpleasant social situation when dealing with residents complaints.