

## **Job Description**

**Job Title:** Maintenance Employee – Level 2  
**Reports To:** Roadmaster/Public Works Assistant  
**Direct Reports:** none  
**Date:** June, 2012

### **GENERAL PURPOSE OF JOB**

Operates equipment and provides general labor on various projects in the Township, including maintenance on roads, right of ways, and grounds of Township owned properties. Operates all equipment, some of which requires a CDL License. Emergency road maintenance is an essential part of this position, especially during months of inclement weather. Manual labor duties are also required. Assist in the duties of the Roadmaster when necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operate all equipment as directed by the Roadmaster.
- Functions as a lead worker in the absence of the Roadmaster.
- Maintains roads, berms and drainage swales as necessary, including but not limited to: patchwork, snowplowing, salt/cindering, digging of drainage ditches, placement of rock to stabilize berms and drainage ditches and pipe work.
- Provide general labor on various projects in the Township.
- Work requires strenuous physical effort and exposure to uncomfortable working conditions.
- Work may require the operation of more complex pieces of equipment on either 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.
- This position requires the individual to be on call 24/7 as determined by the Roadmaster, based on the need for various types of road maintenance due to extreme weather conditions.
- Work is performed independently and under the direction of the Roadmaster.
- Checks vehicles for proper operating conditions and performs routine vehicle maintenance and upkeep of hand tools and power equipment.
- Train less skilled employees in operation and care of equipment.
- Perform any or all duties normally assigned to less skilled employees.
- 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.
- Must possess the ability to understand and follow oral and written instructions
- Performs other related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

As Maintenance Employee Level 2, this position, in the absence of the Roadmaster, would supervise and schedule himself/herself and Maintenance Employee Level 1 in all tasks as well report to the Roadmaster and/or Board of Supervisors when acting in this capacity.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

PA Commercial Drivers License.

Pre-Employment Drug Test required.

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

## **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

## **COMMUNICATION SKILLS**

In the absence of the Roadmaster, this position would communicate with local residents, vendors and others that the Roadmaster would normally work with. Possess the ability to communicate affectively when problems arise.

## **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 Employees daily work 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.