

PENN TOWNSHIP BOARD OF SUPERVISORS
JOB DESCRIPTION
FOR
HIGHWAY DEPARTMENT
EQUIPMENT OPERATOR-SKILLED MAINTENANCE WORKER

PURPOSE This person is responsible for operating equipment and performing general maintenance and repairs on roads, vehicles, equipment, buildings, park and grounds of Township as directed by the Highway Roadmaster.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate light, medium, or heavy equipment with little or no supervision or guidance, including trucks, backhoe, grader, mowers and roller; clear snow and ice from roads; spread salt, cinder or stone, excavate, backfill; grade soil, road surface and berm; clean roads.

Perform a variety of maintenance and repair projects on roads in accordance with demands, priorities and weather emergencies; patch and repair roads, clear storm gutters, catch basins and drains; remove fallen trees and low-lying limbs from roads; install and repair road signs, mow berms of roads; install storm sewers pipe and culverts.

Perform routine maintenance tasks on Township vehicles and equipment; e.g. wash, wax and clean, service and grease equipment and parts.

Inspect equipment, facilities, grounds and Township roads, check for safety hazards and report finding to Foreman.

Perform general maintenance on buildings; repair and replace light fixtures, carpentry and painting projects, mow grass, plant and weed; remove snow.

Perform other duties as requested by Highway Foreman.

Attend educational and job training workshops and seminars when authorized or directed by the Highway Foreman or Supervisors.

JOB REQUIREMENTS

Education/Job Trainings: High school diploma or G.E.D. and experience which indicates possession of the skills, knowledge and abilities listed below, and **possession of a Commercial Drivers License (CDL) or to obtain a CDL within six months of hire.**

Knowledge:

Through knowledge of standard practice for roads, parks and building maintenance.

Thorough knowledge of light, medium and heavy equipment operation and maintenance.

Through knowledge of safety practices and procedures for highway and public works.

Skills:

Operation of light, medium and heavy equipment including but not limited to; dump trucks, snow plow, salt spreader, backhoe, motor grader and mowers.

Operation of manual, pneumatic and power tools.

Abilities:

Ability to cooperate with co-workers as members of a team.

Ability to work independently but remain flexible in accordance with demands of work team to achieve unit objectives.

Ability to demonstrate a polite and courteous manner toward the public.

Ability to inspect equipment, diagnose nature of problem and act or recommended course of action.

Ability to interpret maps, blueprints and charts.

Ability to demonstrate physical fitness to include standing, sitting and operating equipment for long periods of time, frequent light, moderate and heavy lifting up to and over 50 lbs (e.g. use of sledgehammer, weed eater, lifting of boxes, loading of equipment and maneuvering attachments), frequent bending and reaching and use of hands to perform repetitive movements.

Ability to perform manual tasks or operate equipment for extended periods of time in adverse weather conditions.

Ability to demonstrate clear vision during the day and at night, and sounding hearing to avoid possible hazards, including moving vehicles and road equipment.

Working Conditions

Work is frequently performed around hazardous machinery and can involve some threat to personal safety if safety standards are not followed. Work is frequently performed during inclement weather. Work involves responding to emergencies on twenty-four-hour basis; three hundred-sixty-five days a year.

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to add or change the duties of the position at any time.

THIS POSITION IS A NON-EXEMPT (HOURLY WAGE) STATUS EMPLOYEE.

8/24/17