

# Manor Township

## Job Description

TITLE: Public Works Maintenance Worker

GENERAL SUMMARY:

Under general supervision; repair, upgrade and maintain Township roads, and perform other general maintenance tasks to improve Township grounds and facilities. May operate light, medium or heavy equipment, or perform skilled work depending on level of experience and training, and needs of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repair or perform general maintenance tasks on Township roads; apply asphalt, cold patching materials and concrete; repair or replace storm drainage pipes; grade and clean shoulders, widen roads; make road signs, erect and repair guide rail and signs; remove weeds and mow road banks; remove leaves with vacuum; use hand shovels to dig trenches, load trucks, spread materials; operate manual, pneumatic and power maintenance tools (e.g. rakes, picks, hammers, saws, jackhammer, hydraulic tamper, chain saw);
  - a. may operate light or medium weight trucks to pull auxiliary equipment or haul materials (e.g. stone, sand, gravel, dirt, cinders, wood, trash, pipes, timber, machinery, tools, etc.);
  - b. may operate heavy weight equipment (e.g. graders, loaders, backhoe, rollers, etc.) to excavate, level terrain, move earth or materials, or load trucks.
2. Use light equipment or hand shovel to clear snow or debris from sidewalks and driveways; spread salt, cinder or stone; may operate snow plow to clear Township roads.
3. Survey conditions of roads; inform Public Works Foreman of poor conditions or problems.
4. Replace worn or damaged parts on vehicles and equipment (e.g. hoses, wiring and belts) perform routine maintenance tasks (e.g. change oil, check fluids, tires, battery, radiator, transmission, brakes) wash and grease equipment and parts;
  - a. may perform major repair of engines, transmission, differentials, hydraulics, and coolant systems; examine and determine cause of equipment failure, perform repair procedures or arrange for repair work to be performed, weld and fabricate tools and parts; perform routine inspection.
5. Perform routine grounds and maintenance tasks at municipal building, parks and recreational areas; cut brush, mow grass and weed; plant trees, shrubbery and grass; removes refuge and trash.
6. Perform basic carpentry, electrical, plumbing, painting and masonry tasks to improve Township facilities;
  - a. may install or repair plumbing systems, drainage systems, pumps, playground equipment or shelters;
  - b. may use portable hand and power tools such as drills, saws, sanders, hammers, wrenches, chisels, squares, welder, paint sprayer, etc.
7. Perform work on sanitary sewer system; operate or assist with operation of flusher truck to maintain lines; repair and install new lines.
8. Perform general maintenance and cleaning tasks in garage; store tools in proper location, keep work area clean and orderly; keep designated records.
9. Observe safety precaution of self and others at all times; scan surroundings of work project to determine flow of traffic, weather conditions and other hazards to take

appropriate steps to improve safety of work unit.

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10. Perform general maintenance tasks in Township parks and grounds: mowing; weeding; pruning; planting trees; shrubs; grass and flowers; weed whacking; fertilization; pest management; remove rubbish and trash; cleaning park facilities (pavilions and restrooms); tree removal; ballfield maintenance; brush cutting; bed edging; leaf clean up.
11. Perform weekend clean up duties in Township parks as needed during heavy use seasons.

EDUCATION OR EMPLOYMENT REQUIREMENTS:

Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below and possession of a Commercial Driver's License and Pesticide Application License.

KNOWLEDGE:

- Thorough knowledge of light, medium and heavy equipment operating procedures.
- Thorough knowledge of road maintenance and repair practices and procedures.
- Thorough knowledge of safety practices and procedures for equipment and tools.
- Thorough knowledge of department policy, procedures and work rules.

SKILLS:

- Operation of light, medium or heavy equipment under moderate supervision.
- Operation of manual, pneumatic, and power tools.

ABILITIES:

- Ability to diagnose problems with equipment, interpret detailed technical manuals and determine proper course of action.
- Ability to interpret prints, drawings, sketches and rough drafts.
- Ability to carry out written and oral instructions.
- Ability to walk, crouch, climb ladders and exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds frequently.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to cooperate with co-workers on group tasks.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate polite and courteous manner toward the general public.
- Ability to maintain a neat appearance.

WORKING CONDITIONS:

Work requires responding to emergencies on a twenty-four hour basis, especially during periods of snow. Travel to work sites is constantly required. Work frequently involves responding to angry, frustrated or upset individuals.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an

exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTING RELATIONSHIP: Public Works Director and Assistant Public Works

Director SUPERVISES: None

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