

West Cocalico Township

TITLE: Public Works Road Crew

DEPARTMENT: Public Works

GENERAL SUMMARY:

Under general direction perform the work of the crew; plan and prepare for public works projects; operate, maintain and repair equipment and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

\*Duties also performed by this employee.

1. Operate equipment and vehicles (e.g. dump truck, front end loader, backhoe, mowers, patcher, crack sealer, crane truck) including manual pneumatic and power maintenance tools as well as a variety of hand tools.
2. Repair and maintain vehicles and equipment (e.g. wash equipment; replace hoses, wiring and belts; check fluids and tire pressure; change oil, tires, battery, radiator, transmission, brakes; lubricate); prepare plows and winter equipment for storms.
3. Perform related tasks:
  - a. check bank grades and road elevations for storm box installation;
  - b. install, maintain and repair storm sewer systems including clean clogging debris;
  - c. excavate trenches for pipe and inlets; establish walling or shoring of trench; install pipe, inlets and culverts; properly backfill and restore trenches;
  - d. repair wash outs from floods and maintain gutters to keep water off streets;
  - e. excavate, back fill, and grade top soil;
  - f. trim trees from elevated basket, chip branches and brush.
  - g. resurface roads and repair with asphalt patching materials and crack sealer;
  - h. repair pot holes, cracks, bumps and sink holes;
  - i. flag traffic;
  - j. monitor and clear all debris, including snow and ice, from sidewalks, roads, storm sewer inlets, and bridges;
  - k. perform winter maintenance operations including application of salt and antiskid materials and snow plow operation to clear roads;
  - l. collect, load and haul debris, leaves, snow, and materials;
  - m. remove fallen trees, low lying limbs, road kill, and road obstructions and hazards;
  - n. use heavy machinery and/or manual effort to remove or replace inlet grates;
  - o. inspect, erect, repair, replace, and remove signs and guiderails;
  - p. maintain parks grounds and facilities; repair playground equipment, maintain ball fields and landscape.
  - q. install thermoplastic for red lights, stop bars, crosswalks, manhole and water boxes;
  - r. install silt fences;
  - s. construct and fabricate structural features as required, including brick, form-out structures and pouring concrete;
  - t. basic carpentry, electrical and plumbing, painting, masonry and concrete work;
  - u. organize and clean work areas;
  - v. assist fire and police department with emergencies or special projects;
  - w. Assist water and sewer department with crane truck to pull pumps or assist with emergency water breaks or sewer problem, assist with maintaining wells and water quality;
  - x. assist with clean-up of road spills;

- y. close roads and set up detours for events;
- z. perform stormwater inspections as requested.
- 4. Interact with and respond to questions from residents in a professional, courteous, and respectful manner;
- 5. Required to be available for snow removal from November 15<sup>th</sup> to March 15<sup>th</sup>.
- 6. Be able to respond to an emergency call or a snow removal call within 30 minutes.
- 7. Attend training classes and seminars.
- 8. Other duties as assigned

#### JOB SPECIFICATIONS:

\*indicates developed after employment

#### Education/Employment:

Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school diploma, GED or the equivalent, five to seven years' experience in public works, demonstrated ability to promote teamwork and training in maintenance of municipal infrastructure or other areas related to the position

Possession of and the ability to maintain the following is required:

1. a valid PA Commercial Driver's License (CDL), minimum Class B with Air Brake Endorsement or the ability and willingness to obtain one.

#### Knowledge:

Knowledge of light, medium and heavy equipment operating procedures  
Knowledge of general maintenance and repair practices for equipment  
Knowledge of construction, maintenance and repair practices and procedures  
Knowledge of safety practices and procedures for equipment and tools  
Knowledge of department policy, procedures and work rules  
Knowledge of project planning, including knowledge of blueprints and materials

#### Skills:

Operation of light, medium and heavy equipment without supervision  
Operation of manual, pneumatic and power tools

#### Abilities:

Ability to work well in a team, includes being a strong verbal communicator and good listener (clear, courteous, comprehensive, respectful communicator)  
Ability to learn from others and collaborate on solving problems  
Ability to function without direct supervision  
Ability to be flexible and shift work priorities depending on changing circumstances  
Ability to show tact and diplomacy when resolving problems with fellow employees, members of the public, other departments and municipal officials

Ability to demonstrate physical fitness, to include frequent weight lifting (with appropriate assists for safety) of up to 50 lbs., and occasional weight lifting of over 50 lbs, standing and walking for long periods of time, bending and reaching; pushing and pulling  
Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and equipment  
Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions  
Ability to inspect equipment, diagnose nature of problem and take action or suggest course of action  
Ability to adhere to safety standards and recognize safety warnings and hazards  
Ability to read, understand and interpret maps, plans, specifications, and other technical materials.

Working Conditions:

Work is frequently performed around hazardous machinery, and occasionally around hazardous substance, and can involve some threat to personal safety if safety standards are not observed. Work occasionally is performed in inclement weather. Work involves responding to call-in requests after regular work hours when on call or during the winter season.

Work requires responding to mandatory call-in requests for emergencies on a twenty-four hour basis, where road safety requires care of the roads during severe weather events.

Work may require extended periods of time on the job. Work may require working overtime hours to complete projects.

This job summary 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.