

Lower Frederick Job Description



Job Title: Public Works / Waste Water Laborer

Date: 07/01/2022

Department: Public Works

Hours: Full time, 40 hrs per week

This position reports to: Road Master

I. DESCRIPTION

The purpose of this job is to perform extensive, strenuous manual labor relating to the maintenance and repair of Lower Frederick Township's roads, parks and other property. The Road Crewman reports directly to the Township's Roadmaster.

Duties and responsibilities include, but are not limited to, the following: operating heavy equipment and vehicles relating to the maintenance and repair of Township roads, parks and other public property, as is assigned by the Roadmaster; performing strenuous physical labor; and performing manual labor during severe and/or inclement weather conditions.

II. GENERAL JOB-RELATED REQUIREMENTS

May be required to work on nights, weekends and religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

Must relate to Township citizens in a professional, courteous and respectful manner.

III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reports directly to the Roadmaster on a day-to-day basis.

Performing daily manual labor in maintaining and repairing the Township's facilities, parks, roads, roadside drainage swales, culverts, pipes, and other public property. The manual labor to be performed by the Road Crewman involves strenuous physical effort and exposure to uncomfortable working conditions.

Operating various heavy equipment, including, but not limited to, dump trucks (with or without a plow and cinder spreader), backhoes, road mowers, and numerous types of hand and power tools.

Plowing snow (as well as spreading salt and anti-skid) on the Township's roads, at Township facilities and at other public properties.

Patching road surfaces by cleaning potholes, applying patching material; leveling and compacting road surfaces; cleaning and ditching roadside draining swales; installing and cleaning culverts and pipes.

Directing traffic and performing duties of a flagman in work zone areas.

Performing maintenance duties on Township vehicles and equipment such as: washing and cleaning, oil changes and lubrication; minor repairs; loading and unloading materials and tools from trucks and other heavy equipment.

Cutting grass, brush, trees and branches by using hand and power tools; painting; erecting and repairing road signs; and sweeping road intersections of accumulated gravel and debris.

Following instructions given by the Roadmaster on new duties, but once standard operations are learned, the person in this position is expected to work without constant direction.

Work at the wastewater treatment plant, cleaning pipes, performing daily monitoring tasks, operating wastewater pumps, removing of debris, servicing pumps and other wastewater equipment.

Service the sanitary sewers in the township, cleaning, inspections, and monitoring.

Ensuring proper safety procedures are followed by himself/herself.

Any other tasks or duties deemed necessary or appropriate by the Township Manager, Roadmaster, or Township Board of Supervisors.

IV. MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical requirements

The person in this position constantly works and performs physical manual labor in outdoor weather conditions.

The person in this position will be exposed to severe and/or inclement weather conditions when performing the work required by the position, as well as when traveling to and from the job.

The person in this position constantly operates, moves and transports various vehicles, equipment and machinery, all of which may present a danger of injury, serious

injury or death. The person must be able to use body members to operate, work, move or carry equipment, objects or materials.

The person in this position will constantly be required to lift tools, equipment and other objects weighing up to fifty (50) pounds.

The person in this position must have minimum levels of eye/hand/foot coordination.

The person in this position constantly positions oneself to perform physical labor in a standing, crouching, stooping, kneeling or crawling fashion. The person may occasionally be required to ascend/descend a ladder or other similar device in order to perform the essential functions of the job.

The person in this position may be required to communicate with individuals in-person and via telephone. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.

Mental Requirements

The person in this position is required to have the ability to learn and understand relatively complex principles and techniques; to make independent judgment in the absence of management.

The person in this position is required to have the ability to safely operate all vehicles and equipment at all times.

V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

General knowledge of road construction and maintenance.

Ability to legally operate a commercial vehicle (See Section VII below).

Knowledge and ability to drive trucks and other vehicles, to plow snow and operate heavy equipment.

Ability to perform routine service and maintenance of Township equipment.

Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.

Ability to establish and maintain effective working relationships with employees, supervisors and others as appropriate.

Ability to obtain working knowledge of federal, state and local statutes and regulations affecting the position's operations.

Ability to obtain knowledge of highway maintenance practices and road repair techniques in all weather conditions.

Ability to obtain knowledge of paving and paving materials and practices, and draining and culvert construction.

Ability to obtain knowledge of Waste Water Treatment operations and be able to run the Waste Water Treatment plant when required. (one to two weekends a month)

Ability to obtain knowledge of safe gravel pit practices.

Ability to utilize and understand applications and techniques as necessary in the performance of daily operations.

VI. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

High School Diploma or its equivalent required.

Minimum one (1) years' experience in a position involving road construction and maintenance.

Minimum (1) years' experience driving trucks, plowing snow and operating heavy equipment.

VII. REQUIRED LICENSES AND CERTIFICATES

Must possess a valid, current Commercial Driver's License, with a minimum Class "B" certification, employee will be expected to get a Class "A" license within two years of employment.

This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job related duties may be required.