YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: **Crew Person - Road Maintenance**

DEPARTMENT: **Public Works**

REPORTS TO: **Working Foreman – Road Maintenance**

JOB CLASSIFICATION: **Non-Exempt**

POSITION SUMMARY:

The Crew Person operates equipment and machinery and performs manual labor tasks associated with maintaining the infrastructure, facilities, property and equipment of the Township.

ESSENTIAL FUNCTIONS:

- Operate heavy and highway equipment including, but not limited to, backhoes, road graders, front end loaders, skid steer loaders, lawn mowing equipment, dump trucks, pickup trucks, man lifts, street sweepers, bucket trucks, pavement rippers, backfill and compaction equipment, etc.
- Perform duties associated with highway maintenance including, but not limited to bituminous material placement, flagging, cutting grass, trimming trees, chipping brush, raking / collecting leaves, shoveling snow, clearing debris from catch basins, roadside mowing, street sweeping, traffic signals, installing pavement markings, making of and installation of road signs, base repair and adjusting manholes and catch basins prior to pavement resurfacing.
- Operate hand and power tools.
- Perform winter maintenance duties, such as snow removal from roads and / or Township facilities, and the making and placement of de-icing materials.
- Perform field maintenance activities related to MS4 program.
- Perform sanitary sewer infrastructure maintenance.
- Respond to after hour emergencies related to the sanitary sewer system, winter maintenance, storm-related damage, power failures and the like.
- Clearing brush and debris from storm sewer and sanitary sewer right of ways and easements.
- Perform basic mechanical work on vehicles and equipment (change oil, lube, rotate tires, etc.)
- Perform janitorial duties at all Township buildings and facilities.
- Perform property maintenance on all other Township owned facilities including the Municipal Complex, storm water management facilities and sidewalks.
- Provide inspection for storm water management BMP’s necessary to meet the Township’s MS4 permit requirements.
- Respond to the PA One call utility locating system by marking all underground utilities owned and operated by the Township.
- Undertake repairs to Township buildings, facilities and subsystems.
- Other miscellaneous duties as assigned by Public Works management.

QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. equivalent.

Knowledge, Skills and Abilities:

- Must be familiar with the methods, materials, and tools used in the maintenance of municipal infrastructure including but not limited to: a large municipal sanitary sewer collection system, fleet of vehicles, various types of construction equipment, facilities, parks, exterior properties, roads, bridges, culverts, storm water systems, traffic signs and signals, etc.
- Must be familiar with York Township rules and regulations.
- Read and interpret plans, specifications, schematics, and blueprints related to the collection system, roads, snow plow routes, leaf collection routes, etc.
- Ability to work overtime (before and after normal shift, weekends and holidays).
- Ability to respond to an on-call situation resulting from a natural or manmade emergency.
- Make repairs to vehicles, and equipment utilizing hand tools, power tools, welding equipment, etc.
- Make repairs to buildings and other physical properties.
- Prepare and maintain a daily record of activity performed utilizing effective communication skills.
- Ability to follow direction thru the supervisory chain of command.

CERTIFICATIONS / LICENSES:

- Valid Class B CDL license with air brake endorsement.

PHYSICAL REQUIREMENTS:

- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to operate hand tools, power tools, and other equipment as described above.
- Ability to walk, lift, bend, stand, sit, climb, stoop, squat, shovel, rake and drive for extended periods of time.
- Ability to lift and move objects weighing up to 50 pounds.
- Ability to work outside for prolonged periods of time in hot or cold climates (including rain, wind, sleet, and snow).
- Ability to work during the day and/or at night.