

Borough of Manheim
Job Description

Job Title: Public Works Crew Member
Department: Public Works

General Summary:

Work at the direction of the Public Works Director to perform a variety of tasks and duties relative to repair and maintenance of streets, signs, traffic markings, storm drains, parks and pool and other public areas and facilities. Work will be assigned on either a daily or weekly basis and from time to time the work assigned may be a project or objective that you will need to complete with little or no supervision.

Notice: The job profile does not include all essential and nonessential duties of this job or assignments that may be required by the employee's Supervisor.

Essential Duties and Responsibilities:

Work assignments will include but not be limited to:

Streets:

- Crosswalk, parking line and curb painting
- Weed control - curb lines, gutters, bridge approaches, etc.
- Assist with street cleaning schedule and program implementation
- Assist with road condition survey
- Crack sealing and pothole repair

Signs:

- Sign maintenance and installation
- Report damaged or faded signs and or hazardous condition to supervisor
- Assist with sign inventory.

Stormwater System

- Regular Inlet Cleaning, maintenance and repair, and installation
- MS4 Survey and Compliance

Public Works Maintenance:

- Assist with day to day maintenance needs of the Borough.
- Assist as directed in monitoring Work Zone Traffic Control of subcontractors
- Event signage, parade detours, etc.
- Public deliveries – Kraft bags
- Flood barricades
- Dead animal removal
- Emergency response for Police or Fire
- Perform routine grounds and maintenance tasks at municipal building, parks, and recreational areas.
- Cut brush, mow grass, and weed. Plant trees, shrubbery, and grass. Remove refuse and trash.

Winter Maintenance:

Plow - snow removal

- Salt and place other antiskid materials applications
- Remove snow and ice at Borough owned properties – shovel / snow blower, etc.
- Spring maintenance – repair plow damage (topsoil and seed)

Building Maintenance and Repair:

- Mechanical system maintenance

Minor construction projects

Routine maintenance such as replacing light bulbs, plumbing repair, painting, etc.

Equipment:

Completion of daily vehicle inspection

Maintenance and minor repair

Clean equipment

Inspections:

Sidewalk and Curb

Trench Restoration

Paving

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Language Skills:

Ability to follow oral and written instructions from supervisor or other Borough Staff: Chief of Police, Borough Manager, Administrative Assistant as may be required from time to time in the absence of the Supervisor.

Assist citizens by the taking of appropriate information and forwarding same to Supervisor for final action or response.

Mathematical Skills:

Ability to calculate figures as may be assumed necessary and practical in the fulfillment of job requirements.

Licensing:

The individual shall have and maintain a valid PA Driver's License. Failure to maintain / loss of license could result in the employee's dismissal.

Necessary Knowledge, Skills and Abilities:

A. Knowledge of equipment, facilities, materials, methods and procedures used in street systems; road construction and maintenance.

B. Skill in operation of the listed tools and equipment, including snow plowing and related equipment..

Tools and Equipment used:

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, snow plow, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, jackhammers, forklift, paint sprayers, paint striper. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine, calculator.

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.). May operate heavyweight equipment (e.g. graders, loaders, backhoe, rollers, etc.) to excavate, level terrain, move earth or materials, or load trucks. Use light equipment or hand shovel to clear snow or debris from sidewalks and driveways. Spread salt, cinder, or stone. Operate snowplow to clear Borough roads.

Physical Demands, Work Environment:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stoop, kneel, crouch or crawl.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, motor vehicles, and is occasionally exposed to fumes or airborne particles.

Must be able to respond to emergencies on a 24-hour basis, especially during periods of snow.

Education/Experience

Any combination of education and experience, which indicates possession of the skills, knowledge, and abilities listed below.

Required Knowledge, Skills, and Abilities

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.

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

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 coworkers 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.

This is a 40 hour/week, hourly position, with the possibility of overtime when needed and approved. A full and comprehensive benefit package is included (health, dental, vision, pension). Anticipated starting hourly wage will be \$20 - \$24 per hour depending on experience and qualifications. Six month probationary period applies to this position. Manheim Borough is an equal opportunity employer.