

HEMLOCK TOWNSHIP

ROAD WORKER JOB DESCRIPTION

Equipment Operator/Laborer GENERAL DEFINITION –

An employee in the position of Equipment Operator/Laborer performs a variety of skilled and semi-skilled road and street related duties requiring strenuous physical effort and occasional exposure to inclement working conditions.

REPORTS TO: - Roadmaster, and / or Manager

RESPONSIBILITIES

Manual labor on Hemlock Township construction and maintenance projects.
Serves as helper on power equipment; assists in servicing and repair.
Assists in building and ground maintenance.
Operates township equipment as needed.
Works with Roadmaster as needed.
Performs minor equipment maintenance as directed by Roadmaster.
Digs drainage ditches, cleans out culverts, fill in washouts.
Trimming of grass, shrubbery, and trees
Minor construction and renovations
Picks up and disposes of trash and litter
Maintain inventories and utilize equipment and materials in a safe manner
Maintenance and repair of Township Building to include, but not limited to: Snow removal around entrance ways, sidewalks and parking areas
Maintenance of a clean and efficient work area
Assumes total routine tasks, clean walks and fixtures, and performs minor painting and general repair work according to schedule

ESSENTIAL DUTIES –

Operate highway department vehicles and tractors in a safe and productive manner:
General Township property and road maintenance and repair including, but not limited to:
Paving Crew duties: raking, tamping, leveling and shoveling Crack Sealing

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Crew duties:

air blowing cracks, placing rubberized crack sealer properly in joints, and operation of crack sealing machine (proper startup and shutdown procedures).

Installation of storm water systems

Cleaning and repairing of drainage, stormwater inlets and pipes

Installation and repair of street signs and guiderails. Roadside leaf and debris collection

Remove trees and/or branches from roadways and rights-of-way

Assist in traffic control as needed and proper placement of work area signs, road closure signs and safety cones

General cleaning and washing of vehicles and equipment

General clean-up of garage and work areas

Light carpentry work

Move heavy boxes or equipment and large bulky objects

Snow and Ice Control

Plow roads Load cinder truck

Apply salt/cinders as instructed

Perform and/or assist in mowing program

Mow assigned areas such as along highways, open spaces, detention ponds, rights-of-way, etc.

Maintain mowing records

Perform other tasks as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS: EDUCATION: -

High School Diploma or G.E.D.

EXPERIENCE: - One (1) year experience in driving standard shift vehicles and knowledge of general outdoor work

Skilled in all phases of the maintenance trades, minor construction, and repairs and turf management.

OTHER: - Must hold a valid Class C PA Driver's License as required.

Must Pass drug test and background check.

TRAINING REQUIREMENTS - Study all operations and safety manuals, technical data, maintenance activity, start up and shut down procedure and any other associated written materials.

Review front end loader safety procedures and learn proper procedure to load cinders onto cinder trucks. An employee in this position will operate only the heavy equipment necessary to load salt and/or cinders onto trucks during periods of snow and ice control.

Prior Certifications or experience will be considered.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and experience in using a variety of hand and power tools including, but not limited to weed eater, saws, trimmers, etc.

Knowledge and/or experience in the maintenance trade with knowledge in the skills such as carpentry, painting, plumbing, minor construction and electrical work.

Ability to understand, remember, and follow oral and written instructions.

Ability to work independently without constant supervision.

Ability to walk, lift and bend while carrying heavy objects.

Ability to learn and perform new tasks and show initiative to perform these tasks without direct supervision.

Ability to understand and follow the Townships guidelines to accomplish safe working conditions for its employees.

Ability to establish and maintain harmonious relations with the public and all employees.

Sufficient physical strength and freedom from disabling defects to perform manual labor for a prolonged period or lift heavy objects and work under adverse weather conditions.

Ability to perform a variety of manual tasks

Ability to perform heavy manual labor for prolonged periods, often under adverse climatic conditions

Ability to learn the operations of special Highway Department equipment such as tar machine, leaf picker, spreader, steam cleaner, air compressor, jack hammer, power washer, etc.

Ability to work in excess of eight (8) hours per day

Ability to respond to call out at any hour of any day or night

Ability to operate vehicles and equipment in a safe manner