

NORTH YORK BOROUGH PUBLIC WORKS CREW

GENERAL DEFINITION - An employee in the position performs a variety of skilled and semi-skilled road and street related duties requiring strenuous physical effort and occasional exposure to inclement working conditions. The employee performs the day-to-day operation on the Public Works crew. The employee maintains all equipment contained in the Public Works buildings.

REPORTS TO: - Director of Public Works, and indirectly to Borough Manager. Staffer does not report to Council, the Mayor, or any individual Council Member.

ESSENTIAL DUTIES - Operate highway department vehicles and heavy equipment in a safe and productive manner.

Initially, must be able to proficiently operate at least three 3 pieces of heavy equipment. Heavy Equipment include: Heavy-duty Front-End Loader, Roller, Grader, Backhoe, Paving Machine, Sweeper and Dump/Spreader Trucks after given proper training, must be able to operate all heavy equipment.

Road Crew - performs work assignments

Travels to procure materials/supplies

Infrastructure - responds to emergency situations

inspects infrastructure – suggests and makes authorized improvements

Complaints - investigates complaints and determines course of action

schedules repairs, contacts complainant after resolution

Personnel Administration - keeps time sheets, inspection logs

attends bi-weekly safety meetings

General borough property and road maintenance and repair including, but not limited to:

Road paving, patching and crack sealing

Installation of storm water systems

Cleaning and repairing of storm water inlets and pipes

Installation and repair of street signs and guiderails

Roadside leaf and debris collection

Painting lines for traffic control and parking

Remove trees and/or branches from roadways

Assist in traffic control as needed

General cleaning and washing of vehicles and equipment

General clean-up of garage

Light carpentry work

Move heavy boxes or equipment and large bulky objects

Snow and Ice Control:

Plow roads

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, in parks, etc.

Maintain mowing records

Assist in training activities

Perform other tasks as assigned by immediate supervisor.

Study all operations and safety manuals, technical data, maintenance activities, start-up and shut down procedures and any other associated written material.

Prior Certifications or experience will be considered.

PHYSICAL DEMANDS: The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 100 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, sewage, fumes, water, cold, heat, snow, and rain. In addition, the employee must be able to drive all borough vehicles and operate the following (but not limited to this) equipment: rubber-tired loader, backhoe, roller, mowing tractors, zero radius mowers, chain saws, pumps, and air compressors. The employee must be able to use a pipe laser, transit or level, a ruler or other measuring equipment and basic hand tools. Experience with sewer cameras a plus.

MENTAL DEMANDS: The employee must have the ability to read and write on a high school level, reason, and solve problems. In addition, the employee must have the ability to have contact with residents, contractors, and vendors.

WORK HOURS - An employee in this position works eight (8) hours per day, forty (40) hours per week, Mondays through Fridays, with a total of half (1/2) hour off each day for lunch and breaks. Overtime, including snow plowing as needed, is a requirement of this job and will be paid in accordance with the Township's current policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES – Knowledge/experience with a variety of hand and power tools including, but not limited to: mowers, saws, trimmers.
Ability to understand and follow oral and written instructions
Ability to work independently without constant supervision
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
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
Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions

MINIMUM QUALIFICATIONS:

EDUCATION: - High School Diploma or G.E.D.

EXPERIENCE: - Truck driving and/or snowplow experience, with a working knowledge of heavy equipment, is preferred.

OTHER: - Must Pass Background Check and maintain current CDL.

REQUIRED EDUCATION AND EXPERIENCE: The employee should have a high school diploma or equivalent and at least 13 months experience, in a supervisory job entailing duties similar to those required for this position, in construction or public works (or applicable education). The employee should have a basic knowledge of construction practices, mechanics, confined spaces, and trench work. The employee must be able to read and understand plans, be able to construct to stake out and have a basic understanding of the mechanical aspects of pump stations and sewage treatment plants. In addition, the employee must have confined spaces and trench shoring training.