

ELDRED TOWNSHIP PUBLIC WORKS

JOB DESCRIPTION: Driver/Laborer

Salary:

- Starting salary: \$23.69 per hour
- After 6 months: \$24.19/hour
- After 1 year: \$25.00/hour
- After 18 months (full rate): \$25.75/hour
- Longevity pay: \$50.00 per consecutive year of service

POSITION: The person filling this position shall be responsible for performing manual and semi-skilled or skilled work on roads and all properties of the township. All construction, reconstruction and repairs of any nature regarding township properties shall be part of the Public Works duties. Candidates are required to submit to a physical and drug / alcohol test at the expense of the township as a condition of pre-employment.

- Employees in this category perform road-related duties, requiring strenuous physical effort, and occasional exposure to inclement working conditions.
- Employees in this category must hold/maintain at minimum a valid PA Drivers Licensor. A valid Pennsylvania CDL Driver's License with Air Brake Certification is preferred.
- Employees in this position are to perform work as assigned by the Public Works Supervisor.
- Employees must be willing to obtain a "Flagger" certification within 6 months and a CDL license within 12 months if not already held.
- All aspects of building and grounds maintenance of Township properties are required of this position. The duties will be assigned as needed by them and by request of the Board of Supervisors.
- **REPORTS TO:** First: To public works supervisor and second to the Board of Supervisors
- **EXPERIENCE:**
- High School education or equivalency.

- Minimum of 1-year experience as dump truck driver. Maintenance skills and mechanical skills are preferred.

ESSENTIAL DUTIES: The Public Works employees shall be required to:

- Perform various standard tasks using a wide variety of manual and powered equipment (including but not limited to) a backhoe, street sweeper, chipper, tamper and various hand tools.
- Perform light maintenance and repairs on vehicles and equipment used by the Township
- Perform road maintenance, including but not limited to road paving, patching, crack sealing and potholes.
- Perform flagging duties as assigned.
- Install storm water systems, clean and repair storm water inlets and pipes.
- Dig, maintain and repair ditches, slices, and culvert pipes.
- Install and maintain guardrails and road signs.
- Remove trees and/or branches from roadway.
- Clean and wash vehicles and equipment.
- Perform general cleanup of the garage and Township grounds.
- Safely secure worksite and garage areas at the completion of the work shift.
- Use portable radios to communicate with other public works employees and the Township.
- Do light carpentry work, painting and minor repairs of buildings.
- Constructs or otherwise make improvements to Township properties.
- Mow lawns, trim shrubbery; remove snow and ice from walking areas.
- Move heavy boxes, equipment, and large bulky items.
- Empty trash and recyclables from Township properties as needed.
- Plow roadways, apply cinders and salt and other anti-skid products effectively.
- Apply various dust control products effectively as directed.
- Cut roadside grass and trim bushes and trees using hand and power tools safely.

- Keep the and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attend meetings, workshops, and training sessions and review publications to become and remain current on principles and practices and new developments in assigned area.

With the addition of township properties there will be additional caretaking of these properties and buildings. Within the capability and experience of the employee there may come requests for upkeep and maintenance. The assignments may be at the discretion of the and the BOS.

WORK HOURS: An employee regularly scheduled to work 40 hours per week shall be considered full-time; part-time hours vary accordingly (to the need of the community) and will be set by Public Works Supervisor and with the Board of Supervisor's approval.

Overtime is required of all employees (on an as needed basis) and assigned with the approval of the BOS.

PROFESSIONALISM, APPEARANCE AND DEMEANOR (ATTITUDE): It is a requirement and condition of employment that all staff maintain a professional demeanor and neat and appropriate appearance. It is further required that all staff always be respectful of their superiors, co-workers and the members of the public. All staff are expected to use appropriate language when dealing with the public, employers and co-workers.

EXPOSURES: Inclement weather, prolonged sunlight, temperature extremes, petrochemical fumes (asphalt, tar, macadam) herbicides/spray paints, solvents, dust, gasoline engine fumes (carbon monoxide, hydrocarbons), and diesel fumes (nitrogen dioxide, nitrous oxide) are generally associated with this type of work.

During the winter season clearing of Township roads is priority, and under the supervision of the public works supervisor you will be expected to endure longer hours and exposure to inclement working conditions with greater physical effort.

PHYSICAL DEMANDS:

Visual: Normal depth perception, normal visual acuity, normal glare recovery, normal peripheral vision with or without corrective lens as needed.

Physical: Normal reaction time, normal manual dexterity, normal neuromuscular coordination and must be able to lift fifty (50) pounds without other assistance.

Physically capable of participating in all roads, building, and grounds maintenance duties and capable of performing the duties and physical requirements of the job.

SAFETY IN THE WORKPLACE:

Safety Equipment: Must be able to wear protective head gear (hard hat) and gloves. May be required to wear personal respiratory protective equipment as directed by the and by the regulations set forth by the Federal Occupational Safety and Health Act (OSHA). If there is a need for other safety equipment there will need to be a physician form completed for the accommodation required.

The safety of all Eldred Township Employees must be every employee's priority. Use the "See something, Say Something" safety philosophy. If something looks like someone may get hurt STOP AND SAY SOMETHING! Don't let something happen and allow a potentially bad situation to turn dangerous. Always report a compromising situation when a fellow employee or others could avoid a potential hazard and injury.