

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



POSITION TITLE: MAINTENANCE SPECIALIST	BAND: MAINTENANCE	BBP CLASS: 1
DEPARTMENT: PUBLIC WORKS	SUPERVISOR: HIGHWAY OR PARKS SUPERINTENDENT	ACCOUNTABILITY: PUBLIC WORKS COORDINATOR
NAME:	ISSUE DATE:	PAGES 3

POSITION SUMMARY:

Work consists of maintenance of municipal property such as streets, right-of-ways, buildings and grounds, and parks. The operation of manual and power-operated tools, and heavy equipment may be required. Safety equipment is provided and required. Work is performed both indoors and out-of-doors in all types of weather and may require overtime in times of emergency and in severe weather conditions. Job assignments are specific and detailed and results are evaluated.

ESSENTIAL FUNCTIONS OF THE JOB:

Has the ability to learn the operation of and then operate trucks, rollers, street-sweepers, front-end loaders, back-hoes (including the rear digging attachment) and other specialized public works equipment as needed.

Performs administrative tasks as assigned by the superintendent.

Repairs pavements and other items within street rights-of-way.

Performs manual labor tasks such as shoveling, digging, painting.

Operates mowers, chain saws, tamper, air compressor, jack hammer, concrete saw, roller, and other power equipment as required.

Mows, trims and cleans up road sides, perform tree trimming and plants trees and shrubs as requested.

Mows, trims and cleans, and provides all types of maintenance to parks, pavilion and roads within parks.

Prepares sports fields at beginning of season and provides maintenance throughout season.

Works on sink hole and storm drain repairs as well as storm drain cleaning after storms.

Operates snow plow, salts roads and shovels walks in winter.

Operates equipment or manually loads and unloads trucks during tree and leaf pickup.

Has the ability to:

- Ambulate for long periods over all types of terrain.
- Move 75 pounds to a height of 4 feet and carry 75 pounds.
- Communicate effectively and professionally in English both verbally and in writing.
- Follow directions.
- Work outside for long periods in all degrees of heat and cold.
- Learn the operation of heavy equipment.

Attends training classes as required.

Learns all job tasks available to this position.

Performs duties in the best interest for Lower Allen Township and its residents at all times.

PAGE 2 of 3– Maintenance Specialist – Public Works

OTHER FUNCTIONS:

Transports equipment to job site in truck and unload and load equipment as required to accomplish work assignment.

Maintains current knowledge on “work-zone traffic control” procedures.

Performs Traffic Control (flag person).

Provides routine maintenance and minor repairs to equipment.

Reports operational, maintenance, and safety concerns to superintendent.

Removes and dispose of road-kill animals.

Participates on Township Committees.

Strives to obtain competency in accordance with employee's evaluation measures.

Other related duties as assigned.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

High School diploma or equivalent.

Possession of a valid Pennsylvania Motor Vehicle Operator's License.

Possession of a Class A Commercial Drivers License or ability to obtain within 6 months of date of employment.

Possesses thorough knowledge of operation of equipment generally used in highway maintenance.

Possesses thorough knowledge of safety procedures and precautions.

Knowledge of highway and parks maintenance.

Has the ability to:

Ambulate for long periods over all types of terrain.

Move 75 pounds to a height of 4 feet and carry 75 pounds.

Communicate effectively and professionally in English both verbally and in writing.

Follow directions.

Work outside for long periods in all degrees of heat and cold.

Learn the operation of heavy equipment.

Vision sufficient to qualify for PA Drivers License in compliance with Penn Dot regulations.

Corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

Sufficient bi-lateral manual dexterity to enable safe operation of all equipment used in the job.

In times of emergency or peak need, long hours may be required, including being on-call 24 hours per day; therefore the ability to maintain a ready state and mental alertness during extended hours is required.

PAGE 3 of 3– Maintenance Specialist – Public Works

QUALIFICATIONS continued:

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part-time and temporary personnel).

END



I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date
