

# PUBLIC WORKS EMPLOYEE

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The Public Works Employee is a full or part time position. This individual is skilled in the operation of Road Department equipment including dump trucks, loader, grader, backhoe, roller, pickup trucks, belt loader, skid steer and other maintenance equipment. The position of Public Works Employee requires physical labor and indoor/outdoor work consistent with the operations and schedule of the Road Department and Public Works maintenance requirements. Works under the direction of the Roadmaster, Township Manager and the Board of Supervisors.

## **SPECIFIC DUTIES**

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1. Works closely with the Roadmaster and other Public Works Employees on assigned projects.
2. Is skilled in the operation of municipal construction and maintenance equipment.
3. Performs routine maintenance and repairs on vehicles, equipment, washes, and services all vehicles/equipment.
4. Repairs roads, bridges, and other road surfaces.
5. Installs, maintains, and repairs storm water management lines as well as storm water BMP's (Best Management Practices).
6. Removes snow and ice from township roadways and property.
7. Constructs, prepares, and installs roadway signage as necessary for safety and visibility.
8. Performs maintenance on township-owned park land and walking trails.
9. Assists the Roadmaster and Township Manager with the maintenance of Township buildings as necessary.
10. Keeps township municipal buildings clean; keep supplies and equipment in a neat and orderly fashion.
11. Maintain a positive and cooperative attitude with co-workers, Board of Supervisors, and the general public at all times.
12. Participates in on-call duties beyond regularly scheduled work hours for emergency calls as directed by the Roadmaster or Township Manager. When requested to be available in an emergency employee must be available to so render his/her services in the best interest of the Township.
13. Keep updated PADOT Flagger Certifications and any other safety training requirements.
14. Attends education courses on related topics as directed by the Roadmaster and Township Manager.

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## **DESIRED SKILLS**

1. Knowledge of equipment operation and maintenance.
2. Knowledge of the hazards/safety precautions concerning automotive and construction equipment.
3. Working knowledge in carpentry, masonry, paving and painting.

## **EDUCATION AND EXPERIENCE**

1. High School Diploma or General Education Degree (GED).
2. Passes and maintain a valid PA Class B commercial Driver's License.
3. Have a minimum of 5 years' experience in municipal road maintenance work or equivalent private sector experience.
4. Be self-motivated and willing to accept responsibility.
5. Be available to report to duty when emergencies arise.

## **NOTIFICATION**

The position description for Public Works Employee does not list all duties of the position. You may be asked by the Roadmaster, Township Manager or Board of Supervisors to perform other duties, you will be evaluated, in part, based upon your performance of the tasks listed in this position description. The West Donegal Township Board of Supervisors has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the West Donegal Township Board of Supervisor may terminate employment at any time, for any reason.