

MARTIC TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA

JOB DESCRIPTION

MARTIC TOWNSHIP PUBLIC WORKS ROAD MAINTENANCE WORKER FULL-TIME

GENERAL DEFINITION:

An employee in the position of Martic Township Public Works Road Maintenance Worker 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: ROAD FOREMAN

ESSENTIAL DUTIES:

1. Operate highway department vehicles and tractors in a safe, productive, and non-abusive manner.
2. General Township property and road maintenance and repair including, but not limited to:
 - Road paving, patching, raking, and crack sealing
 - Installation of stormwater systems
 - Cleaning and repairing stormwater inlets and pipes
 - Installation and repair of street signs and guide rails
 - Roadside leaf and debris collection
 - 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
 - Must be able to lift at least 100 pounds
 - Must be able to work outdoors for extended periods of time
 - Provide maintenance and repairs on equipment
 - Operate the Township's tools and equipment in a non-abusive manner
 - Must agree to be part of the PSATS CDL Random Drug Testing program
 - Preventative tree work
 - Keep and maintain a daily work log
3. Snow and ice control:
 - Plow roads
 - Load trucks
 - Apply salt/cinders as instructed
4. Perform and/or assist in municipal mowing:
 - Mow assigned areas such as along highways, open spaces, detention ponds and right-of-ways, etc.
 - Maintain mowing work records
 - Certified in pesticide applications.
5. Perform other tasks as assigned by immediate supervisor.

WORK HOURS:

An employee in this position works four (4) - ten (10) hour days, forty (40) hours per week, Mondays through Thursdays, 6:00 AM to 4:00 PM. Overtime, as needed, is a requirement of this job and will be paid time and half as required by law. Callouts for snow and ice control and other emergencies will be done per the Road Foreman. The required response time is thirty (30) minutes or less.

INSURANCE:

Individuals will be covered by worker's compensation insurance and any other legally mandated benefits and will be covered by township employee benefits as stated in the employee handbook.

SAFETY:

Uniforms will be provided and must be worn.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and experience in using a variety of hand and power tools including, but not limited to: mowers, saws, trimmers, etc.
- 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 a tar machine, leaf picker, spreader, steam cleaner, air compressor, jackhammer, power washer, etc.
- Ability to work more than ten (10) hours per day
- Ability to respond to call out at any hour of any day or night
- Welding experience helpful
- Ability to operate vehicles and equipment in a safe and non-abusive manner
- Ability to walk, lift, and bend while carrying heavy objects; at least 100 pounds
- 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.
Consideration is given to practical life experience

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

OTHER: Must have a valid Class B PA Commercial Driver's License (CDL); Must be bondable; No DUI convictions; No substance abuse record

REASONABLE ACCOMMODATIONS:

The Township will make reasonable accommodations to the extent required by the Americans with Disabilities Act for known physical or mental limitations of an otherwise qualified individual with a disability.

MODIFICATIONS:

The Board of Supervisors reserves the right to change the foregoing responsibilities and/or add new responsibilities to this Job Description from time to time as the Township's demands and needs dictate.