

## **FERGUSON TOWNSHIP JOB DESCRIPTION**

Job Title: Public Works Road Crew

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FLSA Status: Non-Exempt

Pay Grade: 17

Reports To: Road Foreman

Date: March 2006

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**JOB SUMMARY:** The Public Works Road Crew is responsible for accomplishing specific tasks on a timely basis by performing a wide variety of maintenance of Township streets, roads, drainage systems, equipment and other facilities.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Public Works Road Crew may be asked to perform. Other duties may be assigned.

### **1. STREETS, SEWERS AND PUBLIC BUILDINGS AND GROUNDS:**

- Meet with the Road Foreman each day to receive work assignments, accepting duties as scheduled.
- Discuss assignments, asks questions to gain understand the job(s) to be completed.
- Perform a variety of general electrical, plumbing and carpentry work as needed.
- Perform road maintenance such as patching roads, grading berms, tarring and chipping, cleaning and replacing culverts, collecting leaves, chips and gathering brush, cutting and removing trees, picking up trash, removing or installing signs and removing/repairing and installing guide rails.
- Rebuilds inlets, collects brush and chips brush, mows grass in rights of way and on Township properties.
- Operates equipment including backhoe, front end loader, dump trucks, street sweeper, rubber tire roller, leaf collector, grader, mower and tractor.
- Participates in snow and ice control, operates plowing equipment.
- Helps maintain vehicles and equipment.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High school graduate or equivalent
- PA CDL License, class B minimum
- Operation of Township equipment
- Knowledge of road maintenance and construction techniques and methods
- Knowledge of equipment maintenance techniques
- Knowledge of the hazards of work and necessary safety precautions

### **SKILLS AND ABILITIES**

- Ability to establish and maintain effective working relationships with associates.
- Ability to work independently, and with a team.

Public Works Road Crew

- Skilled in the use of a wide variety of hand and power tools, operation of motorized equipment.
- Ability to work in a hectic, busy, and sometimes stressful environment.

**LANGUAGE SKILLS**

- Ability to follow complex and simple, written and oral instructions.
- Ability to communicate information and instructions to others.
- Ability to maintain professional demeanor during emergency situations.

**MATHEMATICAL SKILLS**

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING SKILLS**

- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

**PHYSICAL AND WORK ENVIRONMENT:** The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Environment:**

- Dirty environment (situations in which workers or their clothing easily become dirty, greasy, etc.)
- Intense or continuous noise
- Improper illumination (glare, inadequate lighting, etc.)
- Awkward or confining workspace (conditions in which the body is cramped or uncomfortable).
- Exposure to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Exposure to air contamination (dust, fumes, toxic odors, etc.)
- Repetitive activities (performance of the same physically demanding activity).
- May work at excessive heights via use of ladders or lifting devices, or go into enclosed areas utilizing proper safety techniques and equipment.
- The duties of this job include physical activities such as standing, climbing, crawling, balancing, stooping, kneeling, reaching, pushing, pulling, walking, lifting, fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions.
- An employee may be asked on a regular basis to lift more than 10 pounds.
- Vision requirements are close, distance and color vision, peripheral and depth perception and ability to adjust focus.

**Work Environment:** The work environment may include some or all of the following:

- Working under distractions (telephone calls, distractions, disturbances, interruptions)
- Time pressure (frequent "rush" jobs, urgent deadlines, etc.)
- Repetitive activities (performance of the same physically demanding activity)
- Unpleasant social situations (necessity of dealing with irate or disturbed individuals)

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_