

EAST LAMPETER TOWNSHIP POSITION DESCRIPTION

TITLE: PUBLIC WORKS MAINTENANCE WORKER

DEPARTMENT: PUBLIC WORKS

GENERAL SUMMARY: Under general supervision; repair, upgrade and maintain Township roads, and perform other general maintenance tasks to improve Township grounds and facilities; perform routine sewer system maintenance and checks to sewer collection system; respond to emergency service calls and perform repairs, conduct internal inspection of sanitary sewer lines; clean and repair lines; maintain and repair pumping stations and wet wells.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform duties in one or more of the following areas:

1. Perform road maintenance and repair tasks to upgrade, patch or clear roads; shovel, haul, load, and unload aggregates; excavate, backfill and grade topsoil; mill asphalt and apply stone, patching materials, concrete and black top; remove snow and spread salt, cinder or stone; sweep road and banks; rake and pick up leaves; inspect, repair or replace storm drainage pipes; replace old road signs, paint intersection lines, replace bulbs in traffic signals, replace guardrail; flag traffic; repair sink holds and degrading infrastructure; respond to snow and weather emergencies, i.e., pre-treat or plow roads or deploy sand bags.
 - a. Repair and maintain vehicles and equipment (e.g. wash equipment; replace hoses, wiring and belts; check fluids and tire pressure; change oil, tires, battery, radiator, transmission, brakes; lubricate) prepare plows and winter equipment for storms.
 - b. Operate light, medium or heavy maintenance equipment in accordance with level of experience and training (e.g. dump truck, tar machine, chipper, mower, pickup truck and plow, salt spreader, front end loader, back hoe, grader, sweeper, leaf collection truck, etc.)
 - c. Serve as "eyes and ears" for township; survey conditions of roads or parks; inform Public Works Superintendent of poor conditions, problems or unusual sightings or situations; receive comments and questions from residents.
 - d. Maintain service records for equipment (e.g. driver, mileage, gas and oil levels); replace worn or damaged parts on vehicles and equipment (e.g. hoses, wiring and belts) perform routine maintenance tasks (e.g. change oil, check fluids, tires, battery, radiator, transmission, brakes) wash and grease equipment and parts.
 - e. Clean and organize shop; sweep floors, return tools and equipment to proper place, organize supplies, remove trash and debris.
2. Perform parks and grounds maintenance; e.g., construction, renovation, repair and maintenance of park structures and playgrounds, fertilizer and pesticide applications; tree maintenance (cutting, removal, trimming, planting, watering, leaf clean up), custodial

maintenance of pavilions, maintenance and repair of facilities, vehicles and equipment; mow, grub and weed around bushes, trees, and flower beds; trim hedges, sow grass seed, plant trees, shrubs, or flowers; apply mulch to designated area, pick up and cart away paper and rubbish; repair and paint benches, tables and guardrail; clean bathrooms and pavilions, make signs; remove refuge and trash from grounds and road banks, especially during special events.

3. Perform sewer system maintenance tasks depending on level of training and experience; clean and maintain gravity and low-pressure sewer system; perform routine maintenance tasks at pump stations and meter pits.
 - a. Clean and repair sewer lines; operate sewer cleaning and video equipment; inspect manholes, eliminate obstructions (e.g. roots, grease and other deposits) clean and repair manholes; break asphalt and other pavement to excavate, cut damaged section of pipe; replace broken pipe and reconnect pipe section using pipe sleeve; inspect joints to ensure tightness, backfill excavation, tap mainline sewers to install sewer saddles; service, adjust, and make repairs to equipment, machines and attachments. (-90%)
 - b. Respond to emergency service calls and alarms to repair residential grinder tanks and panels; inspect control panel, tank, box; troubleshoot problems, i.e. electrical or mechanical; rebuild or replace pumps and panels; fix pipes, valves or controls; dig and repair breaks, leaks or clogs. (%incl in #1)
 - c. Perform routine maintenance on grinder panel and tanks; run tests to ensure proper working order, change oil, wash and clean tank with pressure washer.
 - d. Check power stations and meter pits; exercise generators, record pump hours, inspect station for maintenance needs, clean wet wells; perform repairs immediately to ensure operational efficiency; replace pumps, update charts. (%incl in #1)
4. Perform related duties:
 - a. Assist with non-routine building maintenance; perform carpentry and painting projects, clear gutters, replace light bulbs.
 - b. Record work performed on service calls;
 - c. Identify and mark township sewer lines for PA-One call system;
 - d. Prepare records to document MS-4 activities;
 - e. Inspect work performed by contractors and provide site specific information;
 - f. Enforce park rules; i.e., communicate rules and notify police of infractions.
 - g. Participate in on-going cross-training and other professional development opportunities.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is completion of a secondary education or the equivalent, one to two years of related experience in the field of public works, possession of a current PA driver's license and class "B" commercial driver's license with air brakes and tanker endorsement. Must be able to respond to emergencies on a twenty-four-hour basis.

Knowledge:

- Thorough knowledge of one or more trades, i.e., mechanical, electrical, plumbing, welding.
- Thorough knowledge of sanitary sewer lines maintenance practices and procedures.*
- Thorough knowledge of light, medium and heavy equipment operating procedures.*
- Thorough knowledge of public works maintenance practices and procedures.*
- Thorough knowledge of safety practices and procedures for equipment and tools.*
- Thorough knowledge of department policy, procedures and work rules.*
- Advanced knowledge of parks maintenance practices and procedures.*
- Advanced knowledge of sewer maintenance practices and procedures.
- Basic knowledge of confined space regulations.*
- Basic knowledge of MS-4 guidelines for storm sewers.*
- Advanced knowledge of flusher truck standard operating procedures.

Skills:

- Operation of light, medium or heavy equipment.*
- Operation of manual, pneumatic, and power tools, including chain saws, tamper, drills, grinders, welders, torches.

Abilities:

- Ability to organize and execute work tasks where flexibility is required to address ever changing priorities.
- Ability to effectively listen and ask questions to resolve problems.
- Ability to recognize unsafe conditions and take appropriate precautions.
- Ability to demonstrate commitment to Township with 24/7 availability for emergencies.
- Ability to work well as member of a team
- Ability to interpret prints, drawings, sketches, rough drafts.
- Ability to carry out written and oral instructions.
- Ability to demonstrate physical fitness, including frequent standing, walking, bending, squatting, reaching, pushing, pulling and repetitive movements with machinery or tools.
- Ability to frequently lift light weights (1-14 lb), and occasionally moderate (15-50 lbs) and heavy (over 50 lbs) weights with appropriate safety equipment.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate polite and courteous manner toward the general public.
- Ability to maintain a neat appearance.
- Ability to prepare accurate maintenance records.
- Ability to demonstrate honesty and convey integrity to maintain public trust.

Working Conditions:

Work occasionally requires overtime, especially during times of snow emergencies. Work

occasionally requires performance of work in extreme temperatures or during inclement weather. Work is frequently performed on uneven terrains at various construction sites, around hazardous machines, occasionally hazardous substances and dangerous traffic and requires adherence to safety standards to control for risk.

THIS POSITION IS A SAFETY SENSITIVE POSITION WHICH REQUIRES USE OF TOWNSHIP VEHICLES, GENERAL TOOLS, HEAVY EQUIPMENT, AND COMPUTER SYSTEMS.

East Lampeter Township is an Equal Opportunity Employer.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Assigned Superintendent

FLSA STATUS: Non-exempt

DATE: October 2024