



## Job Description

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**Department:** Public Works  
**FLSA:** Non-Exempt, Full-Time  
**Grade:** Per Collective Bargaining Agreement

**Job Title:** Highway Crew Worker  
**Reports to:** Highway Crew Leader  
**Date:** December 2018

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### General Definition of Work for the Highway Crew Worker

Performs intermediate manual and semiskilled work in the construction, maintenance, and repair of streets and roads, utilities, and related facilities, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned supervisor.

The Highway Crew Worker will assist with municipal facilities construction and maintenance, parks and grounds upkeep, and sanitary sewer maintenance.

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Essential Functions

- Operate heavy and highway equipment including, but not limited to, backhoes, front end loaders, skid steer loaders, lawn mowing equipment, dump trucks with or without plow and spreader, man lifts, street sweepers, bucket trucks, pavement rippers, backfill and compaction equipment, asphalt roller, etc.
- Operate fuel- or power-driven equipment such as chainsaw, jackhammer, various types of push and riding lawn mowers, weed eaters, stump grinder, and etc. in the construction, maintenance, and repair of public infrastructure and facilities.
- Operate hand and power tools.
- Transport crews, materials, and equipment to and from job sites.
- Perform duties associated with highway maintenance including, but not limited to bituminous material placement, flagging, cutting grass, trimming trees, chipping brush, raking / collecting leaves, shoveling snow, clearing debris from catch basins, roadside mowing, street sweeping, traffic signals, installing pavement markings, making of and installation of road signs, base repair and adjusting manholes and catch basins prior to pavement resurfacing.
- Perform winter maintenance duties, such as snow removal from roads and / or Township facilities, and the making and placement of de-icing materials.
- Perform concrete work.
- Perform field maintenance activities related to MS4 program.
- Perform sanitary and storm sewer infrastructure maintenance.
- Respond to after-hour emergencies related to the sanitary sewer system, winter maintenance, storm-related damage, power failures and the like.
- Clear brush and debris from storm sewer and sanitary sewer right of ways and easements.
- Perform basic mechanical work on vehicles and equipment (change oil, lube, rotate tires, etc.)
- Perform janitorial duties at all Township buildings and facilities.

- Perform property maintenance on all other Township-owned facilities including the Municipal Complex, storm water management facilities, and sidewalks.
- Provide inspection for storm water management BMP's necessary to meet the Township's MS4 permit requirements.
- Respond to the PA One call utility locating system by marking all underground utilities owned and operated by the Township.
- Undertake repairs (painting, carpentry, plumbing, etc.), renovation, and/or construction of Township buildings, facilities, and subsystems.
- Inspect assigned areas; correct or report safety hazards.
- Secure worksites from safety hazards as necessary.
- Perform manual labor for extended periods, often under unfavorable weather conditions.
- Work outside normal work hours in on-call and emergency situations as required.
- Carry out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintain basic records of work performed.
- Perform other miscellaneous duties as assigned by Public Works management.
- Contribute to the efficiency and effectiveness of Highway section of Public Works' service to its elected officials and Spring Garden Township's constituents by offering suggestions and directing or participating as an active member of a team.
- Represent Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **Required Knowledge and Skills**

Knowledge of:

- Work methods, materials, tools, equipment, principles, practices, and procedures involving municipal infrastructure maintenance such as, but not limited to: fleet of vehicles, various types of construction equipment, facilities, parks, exterior properties, roads, bridges, culverts, storm water systems, traffic signs and signals, sanitary sewer collection system, etc.
- Operation and maintenance of a variety of hand, power, and shop tools used in a variety of trade areas.
- Methods and techniques of roadway maintenance and construction.
- Safe use and operation, skill in use, and preventative maintenance of the equipment to which assigned.
- Shop mathematics.
- Computer basics.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.

Skill in:

- Observing safe work methods and uses safety equipment (personal protective equipment).
- The use of common specialized power tools and hand tools.
- Safely operating construction equipment and vehicles (dump trucks, plows, spreaders, backhoe/loaders, street sweepers, rollers, air compressors, leaf pickers, etc.).
- Navigating a truck and trailer throughout the Township.
- The preparation accurate records and basic record keeping practices.
- Reading and interpreting maps, blue prints, engineering drawings, schematics, and specifications.
- Making accurate arithmetic calculations.
- Familiarity with the streets and other locations in Spring Garden Township.

- Understanding and following instructions in both oral and written form.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.

#### **Duties and Responsibilities for Public Works Employees**

The Highway Crew Worker works with other Public Works personnel in maintaining Spring Garden Township streets, buildings, parks, vehicles, and equipment. Every Public Works employee must be able to operate all vehicles, equipment, and tools within the Public Works Department. Work is performed under the direction of a Public Works Crew Leader and the Public Works Supervisor. The Highway Crew Worker must be available for emergency call-in work and must be able to work outdoors in inclement weather including:

- Winter maintenance of Township streets, including plowing snow and applying salt and cinders.
- Collection of leaves from Township streets.
- Maintenance of Township streets, including but not limited to patching of potholes and sweeping streets.
- Assisting the sewer maintenance crew, as needed, in repairs and maintenance of the sanitary and storm sewer system.
- Ability to follow direction through the supervisory chain of command.

#### **Education and Experience**

- High school diploma or GED.
- At least 1-year experience in public works maintenance or facilities maintenance equivalent combination of education and experience.
- At least 2-years' experience in street construction and maintenance, heavy equipment operation, general construction, or related fields.

#### **Physical Requirements**

- Ability to lift and/or move heavy object with or without assistance (at least 50 pounds close to the body at the waist height; 10 pounds at arm's length; and, 10 pounds above the shoulder height).
- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires driving, standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing, pulling, lifting, reaching, and grasping.
- Vision to read printed materials, operate equipment and vehicles, etc.
- Visual depth perception and color vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Employee may be exposed to cold/heat, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards and bodily injury.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).
- The work may also expose the employee to unpleasant social situations, significant work pace pressure, and irregular hours.

**Special Requirements**

- Obtain CPR and First Aid certification within 6-months of hire.
- Valid commercial driver's license (CDL with airbrakes) in the Commonwealth of Pennsylvania.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.