

**Jefferson Township**

157 Great Belt Road

Butler, Pennsylvania

**LABORER / MAINTENANCE WORKER****INTRODUCTION:**

Work is performed on township roads, in and around township buildings, or in township recreational areas requiring the use and operation of a variety of hand and power tools, special purpose trucks, and equipment for the purpose of maintaining all roads and structures within the municipality. This position requires the possession of a valid Class A or B Pennsylvania Driver's License / Commercial Driver's License.

**DUTIES** include but are not limited to the following:

**Road Work / Maintenance**

- Prepares roads for upcoming maintenance projects.
- Patches road surfaces by cleaning potholes, applying patch material, leveling and packing.
- Cleans and seals surface cracks as needed.
- Cleans ditches as needed to keep them free from obstructions.
- Repairs and replaces drainage structures as needed.
- Erects and removes snow fence.
- Monitors road conditions and troubleshoots potential traffic hazards.
- Replaces and erects traffic signs as needed.
- Stockpiles road materials such as salt, ashes, and stone.
- Cleans dirt and refuse from township roads and drainage structures.
- Performs snow removal and applies snow control materials

**Equipment / Maintenance**

- Operates maintenance vehicles to load, transport, and apply construction materials to road surfaces.
- Drives snowplow and applies snow control materials. Also clears snow by hand—shoveling where necessary.
- Cuts grass, trims bushes, trees and branches around guide rails using tractor mounted mowers and other hand and power equipment.
- Maintains all road dept equipment, performing regular service and cleaning.

**Buildings and Grounds / Maintenance**

- Performs maintenance on all township property (repairs, painting, etc.)
- Washes and performs routine service on township vehicles.
- Keeps the garage organized and sanitary.

KNOWLEDGE / ABILITIES REQUIRED

- Knowledge of state laws pertaining to the operation of motor vehicles
- Knowledge of laws and regulations governing Work Zone Traffic Control (Publication 203 and 67 PA Code, Chapter 203, or any revisions and updates).
- Ability to understand and follow oral and written communication and instructions.
- Ability to learn and carry out routine mechanical operations.
- Ability to learn and perform the safe operation of specialized pieces of maintenance equipment.
- Ability to pass the CDL Drug and Alcohol testing requirements.

SUPERVISION

The Road Foreman is the supervisor for this position, providing general and/or specific work assignments on a daily, project, or as needed basis. Employee is expected to complete duties with limited assistance and direction. Work may be performed under the direction of the Township Manager of Jefferson Township.

GUIDANCE

Employee will comply with all rules and regulations as governed by the State of Pennsylvania for Second Class Townships. This includes the wearing of all prescribed safety equipment. Employee will follow directions and instructions for the proper use and operation of all power tools and equipment.

PHYSICAL DEMANDS

This position is a physically demanding position. Employee must be able to safely lift a minimum of 75 lbs on a regular and recurring basis; may be required to lift items in excess of 75 lbs on an occasional basis.

Employee works in adverse weather conditions and reports for duty within 30 minutes of receiving a call to report.