

## **BRIGHTON TOWNSHIP**

### **EMPLOYEE NAME:**

**JOB CLASSIFICATION:** Public Works Class B

### **POSITION DESCRIPTION/SUMMARY:**

Performs construction and maintenance duties related to public works facilities, including roads, storm water systems, park and recreation, and other public facilities. Operates and maintains vehicles and equipment pertinent to assigned duties.

### **JOB RESPONSIBILITIES/DUTIES:**

1. Must be able to operate vehicles, equipment and tools pertinent to the operation and maintenance of the Township, including, but not limited to: dump trucks, yard waste grinder, hi-lift/loader, backhoe, excavator, roller, grader, skid-loader, etc.
2. Must be able to operate power tools and hand tools (hammer, power and hand saws, drills, jackhammer, hand and compaction tools, chainsaws, etc.)
3. Performs maintenance of Township vehicles and equipment, including basic maintenance activities (oil and fluid changes, brake changes, belt and hose changes) as well as changing operating components of vehicles and equipment.
4. Perform snow plowing of, and anti-skid application to, roads and Township properties.
5. Construction and/or maintenance of roads, park facilities, storm water collection systems and related public facilities. Includes framing, block laying, concrete finishing, roofing, working in trenches laying pipe, compacting backfill materials, setting inlets, and similar construction duties.
6. Building and park maintenance and repairs and other required items.
7. Road patching, crack sealing and related maintenance activities.
8. Maintain yard waste drop-off, processing and composting site.
9. Maintain work area and equipment in clean and orderly fashion.
10. Operates vehicles and equipment in safe manner, and utilizes proper safety equipment, clothing and precautions in performance of duties.
11. Performs duties of Public Works Class A and Class C when necessary.

12. Performs related work as required.

## **SKILLS**

1. Mathematics: Ability to add, subtract, multiply and divide.
2. Writing: Ability to record data and write reports on work completed.
3. Speaking: Ability to communicate clearly with Manager, Road Foreman, co-workers and public. Must be able to deal with angry, upset or frustrated residents.
4. Capable of working independently with minimal supervision. Is action oriented and energetic. Identifies tasks that need to be done, and acts independently to complete them.

## **SUPERVISION:**

Employee is supervised by the Road Foreman and works under his direction. Employee does not supervise other employees.

## **PHYSICAL DEMAND/WORK ENVIRONMENT:**

Employee is on call 24 hours a day for emergencies.

Employee is subject to a flexible work schedule often including weekends.

Work is physically strenuous, requiring frequent lifting of heavy objects, shoveling, operation of hand and power tools and climbing in and out of trenches. Employees may be required to work extended hours due to emergency conditions.

Work is normally performed out-of-doors where employee is subject to inclement weather conditions including rain, snow, high temperatures or cold weather.

## **EDUCATION/EXPERIENCE:**

High School diploma or equivalent.

Two (2) years prior work experience.

Valid Pennsylvania Class "B" Commercial Driver's License. Must possess or obtain a Class "A" Commercial Driver's License within one (1) year.

**MANAGEMENT RIGHTS:**

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

**TOWNSHIP APPROVAL:**

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**Signature**

\_\_\_\_\_  
**Date**

**EMPLOYEE ACKNOWLEDGMENT:**

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**Signature**

\_\_\_\_\_  
**Date**

**Board Approval 12/8/2008**