NEW BRITAIN TOWNSHIP

Job Title: Equipment Operator/Driver/Laborer   Date: September 23, 2019

Incumbent: Vacant   Status: Regular, Fulltime

Department: Public Works   Supervisor: Ryan Cressman, Superintendent

Position Summary:

Responsible for carrying out all tasks and assignments related to the maintenance of Township properties, Township facilities and Township roads. Work is performed under the supervision of the Superintendent of Public Works.

Examples of Work - This is not an exclusive list but merely a few examples:

Maintains all Township-owned grounds including parks and open space. Work includes but is not limited to mowing grass, trimming, weeding, raking, tree trimming, planting, maintaining flower beds, painting (latex may be used), and trash removal;

Operates various types of gasoline- and diesel- powered vehicles and tools and uses a wide variety of manual and electric hand tools including but not limited to tractors, riding mowers, push mowers, chain saws, and weed whackers;

Performs necessary roadwork as assigned including drainage, pipe replacement, patching, and installation of signs; Responsible for snow plowing and de-icing of Township roadways and Township-owned facilities;

Inspects Township-owned equipment and grounds and makes minor repairs and cleans up areas as required;

Works inside and outside in open, moderately and heavily vegetated areas, in all weather conditions; Works alone or with others, sometimes acting as a crew leader in assigned maintenance projects; Independently addresses and resolves minor issues related to assigned duties; Responsible to carry out all work assigned by the Crew Foreman and/or Public Works Superintendent;

May be required to attend monthly Board or Committee meetings in the evening; Required to work annual Township Fourth of July Parade and Fall Festival;

Performs other related duties as required.

Essential Functions:

To maintain a positive public service attitude at all times;

To establish and maintain effective working relationships with coworkers, vendors, contractors, the public, etc.;

To safely operate all Township-owned and leased equipment including but not limited to trucks, backhoe, mowers, weedwackers, chainsaws, tar buggy, special tools and hand tools;

To immediately notify the Public Works Mechanic or Crew Foreman of any unsafe condition related to Township-owned vehicles or equipment;

To assist all other members of the Department and accomplish any of the duties and responsibilities assigned to any other member of the Department as needed;
To understand and follow instructions;

Ability and willingness to accept and work occasional scheduled overtime and all emergency overtime;

Possess and maintain a current and valid Commercial Drivers License (CDL) Class B Minimum – notification of status change is required within 24 hours of change.

**Job requires the physical ability to do the following:**

To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle. In addition, the employee may be exposed to sun, dirt, dust, pollen, mud, noise, and changes in weather temperature and conditions including humidity and precipitation, and other ecological exposures (insects, poison ivy, etc.);

To sit, stand, and walk from one place to another;

To lift and carry up to 80 lbs.;

To see and hear.

**Required knowledge, skills, and abilities:**

Experience and working knowledge in the general use of Public Works Department equipment, vehicles, power tools, hand tools, etc.;

Knowledge of materials, methods, and techniques commonly used in park maintenance, turf management and public works activities and operations;

Knowledge of the practices applied to the care and safe operation of public works vehicles, construction and maintenance equipment.

**Minimum Qualifications**

High school diploma or equivalent; Must be eighteen (18) years or older; Must possess valid Commercial Drivers License (CDL) Class B Minimum – notification of status change is required within 24 hours of change.

Date Reviewed:_______________

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Signature                        Ryan Cressman, Superintendent
Equipment Operator/Driver/Laborer