

**HALLAM BOROUGH
JOB DESCRIPTIONS**

TITLE: MAINTENANCE WORKER
DEPARTMENT: PUBLIC WORKS

GENERAL SUMMARY: Under direction of Maintenance Supervisor; maintain Borough streets, equipment, parks, buildings, grounds and facilities in accordance with experience and area of skill; respond to emergencies in case of weather or other events which impact Borough services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan work based on direction from Maintenance Supervisor; interact with neighbor Township public works department to get assistance or collaborate on purchases or work projects; adhere to safety protocol and commonsense to ensure safety of all workers on the job.

1. **STREET MAINTENANCE AND REPAIR;** perform tasks to maintain streets;
 - a. Fill potholes
 - b. Change street signs
 - c. Report street lights out
 - d. Paint curbs and cross walks
 - e. Apply anti-skid and/or plow snow during snow events
 - f. Clear out storm culverts after storms; inform contractor of need for repairs
 - g. Perform related duties; shovel, haul, load, and unload aggregates; apply stone, patching materials; flag traffic

2. **EQUIPMENT MAINTENANCE;** Perform service work on Borough vehicles and equipment; schedule maintenance and repair
 - a. Attach and detach plows and spreaders; perform routine maintenance
 - b. Diagnose routine problems and locate appropriate contractor to service
 - c. Oversee maintenance contracts to ensure work is performed to specification
 - d. Repair and maintain vehicles and equipment (e.g. wash and grease equipment) prepare plows and winter equipment for storms.
 - e. Operate light, medium or heavy maintenance equipment (e.g. dump truck, mower, pickup truck with plow, salt spreader, skid loader, snow blower)
 - f. Maintain service records for equipment
 - g. Clean and organize shop; sweep floors, return tools and equipment to proper place, organize supplies, remove trash and debris

3. **PARKS AND GROUNDS;** perform parks and grounds maintenance;
 - a. Repair and maintain park structures and playgrounds including equipment, pavilions and fences; repair and paint benches, structures, tables and fences
 - b. Perform routine seasonal work to open or close parks; clean spouts, remove stones from walkways
 - c. Maintain trees (cut, remove, trim, plant, leaf clean up)
 - d. Perform related duties; apply fertilizer; grub and weed around bushes, trees; trim hedges, sow grass seed, pick up trash and tree limbs; apply mulch

4. **BUILDING MAINTENANCE;** perform maintenance work projects for offices and garage;
 - a. Clear walks, porches and parking area of snow
 - b. Clean out spouts and drains
 - c. Install and remove air conditioners

- d. Set up maintenance schedules, check lists and guidelines for maintenance routines; perform routine maintenance checks; refer special maintenance issues to appropriate contractor.

5. PERFORM RELATED DUTIES:

- a. Keep record of time worked and nature of work performed
- b. Purchase supplies and materials, e.g., fuel, oil, paint, wood chips
- c. Assist with PA One calls; follow and take action as needed
- d. Serve as “eyes and ears” for Borough; survey conditions of roads or parks; inform Zoning Officer of unusual activities that may require further investigation.

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. Must be able to respond to emergencies on a twenty-four hour basis.

Knowledge:

- Thorough knowledge of light, medium and heavy equipment operating procedures. Thorough knowledge of general maintenance and repair practices for equipment, streets, buildings and grounds.
- Thorough knowledge of safety guidelines, practices and procedures for equipment operation and road work as issued by PennDOT*
- Thorough knowledge of department policy, procedures and work rules.*
- Advanced knowledge of MS-4 guidelines for storm sewers.*

Skills:

- Operation of trucks
- Operation of light and medium equipment without supervision
- Operation of manual, pneumatic, and power tools, including chain saws, weed-wackers, blowers, push mowers
- Basic operation of computer

Abilities:

- Ability to organize and execute work tasks where flexibility is required to address ever changing priorities.
- Ability to read, understand and interpret maps, plans, specifications, and other technical materials.
- Ability to perform mathematical calculations, e.g., add, subtract, multiply and divide whole numbers and fractions.
- Ability to demonstrate physical fitness, to include frequent weight lifting of up to 50 lbs., and occasional weight lifting of over 50 lbs (where assists may be required) standing and walking for long periods of time, bending and reaching; pushing and pulling.
- 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 show tact and diplomacy when resolving problems with members of the public, other Borough departments and municipal officials.

- 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 events, or other natural disasters. Work occasionally requires performance of work in extreme temperatures or during inclement weather. Work requires wearing common protective and safety equipment such as safety shoes, glasses, gloves, or hard hat.

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: Public Works Supervisor
FLSA STATUS: Non-exempt
DATE: April 2016