

## MANCHESTER TOWNSHIP

**Job Title:** Public Works Crewperson  
**Department:** Public Works  
**Classification:** Full-time (Non-Exempt)  
**Reports to:** Crew Leader

### **Job Summary:**

Performs a variety of duties involved in the public works department, which may include utilization of many crafts on the site of highway maintenance, park maintenance, sewer maintenance, or special projects as required.

### **Reporting Relationship:**

This position reports to the Leader in the area assigned, as well as the Public Works Foreman and Superintendent. This position receives general supervision and works according to standards.

### **Essential Tasks:**

1. Performs all manual duties required to complete assigned projects. May operate trucks, including those classified as commercial motor vehicles, and appurtenant equipment such as snowplows, spreaders; back how, front end loader grader, street sweeper, mowing tractor and lawn mowers. May also operate hand and power tools and welding equipment. Typical duties in the department may include but are not limited to:
  - a. Highway projects may include maintenance and construction of roads such as patching, sweeping, digging, lifting, grading, and flagging for traffic control; street cleaning, snow removal and application of anti-skid material, mowing and application of pesticides.
  - b. Sewer projects may include sanitary sewer line and pump station maintenance such as performing preventative schedules, repairs, line monitoring, meter readings, grounds upkeep and applying pesticides.
  - c. Parks projects may include mowing and trimming, mulching, planting, watering, controlling weeds, raking leaves, shoveling snow, painting parking lot lines, collecting trash, applying pesticides, or building construction, repair or maintenance.
2. Conserves resources by using equipment and supplies as needed to accomplish job results.
3. Ensures proper operation of equipment by following safety procedures, maintaining equipment, completing scheduled preventive maintenance and minor repairs, and alerting the Leader to the needed repairs.
4. Maintains safety to self and others, vehicle, and equipment, and protects vehicles /equipment from vandalism and theft by complying with Township policies and procedures. Reports any incidents and accidents immediately.
5. Keeps Leader informed by reviewing and discussing projects and informing of critical incidents.
6. Maintains professional knowledge by attending educational workshops for training in public works maintenance and construction techniques.

**Additional Tasks:** Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester Township staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

## **Job Qualifications**

### **Essential knowledge, skills, abilities, and experience:**

- High School Education or equivalent plus experience in the field of skilled highway construction and maintenance
- One year of experience in the operation of commercial motor vehicles.
- Knowledge of construction materials, principles, and methods
- Ability to interpret and work from technical sketches and blueprints.
- Knowledge of and ability to use and operate common construction and maintenance equipment.
- Ability to observe possible safety hazards and react accordingly.
- Knowledge of township geography.
- Knowledge of traffic laws of the Commonwealth of Pennsylvania.
- Ability to work without close supervision.
- Willingness to do any public works tasks as assigned.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to understand and follow oral/written instructions and communicate orally and in writing.
- Ability to observe possible safety hazards and react accordingly.
- Ability to perform manual labor for extended periods of time under adverse working conditions.
- All other duties as assigned.

### **Physical demands and Work Conditions:**

- Ability to work long hours in peak times and work in outside temperatures and conditions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which includes operation of assigned vehicles and equipment, frequent lifting/carrying heavy objects, stooping, kneeling, crouching, and crawling, standing for long periods, and using tools and equipment.

### **Licenses, Certification or Registration:**

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated. CDL License required.
- Ability to successfully pass pre-employment and random drug and/or alcohol testing.
- Acceptable motor vehicle history to operate class of vehicle.

## **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.