

## COLWYN 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 on a 24/7 basis unless otherwise scheduled.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan work based on direction from Maintenance Supervisor and/or Borough Manager; complete assigned work orders; 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
  - h. Operate light, medium or heavy maintenance equipment (e.g. dump truck, mower, pickup truck with plow, salt spreader, skid loader, snow blower, weed wacker, grinder, hand tools)
  - i. Pick up and haul leaves; sweep streets
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
  - c. Repair and maintain vehicles and equipment (e.g. wash and grease equipment) prepare plows and winter equipment for storms
  - d. Maintain service records for equipment
  - e. Clean and organize garages; 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. Mow grass

- d. Maintain trees (cut, remove, trim, plant, leaf clean up)
  - e. Perform related duties; apply fertilizer; grub and weed around bushes, trees; trim hedges, sow grass seed, pick up trash and tree limbs; apply mulch
  - f. Check trash receptacles, pick up trash, remove to dumpster
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. Maintain lights and timers
  - d. Remove recycling and waste receptacles to pick up location
5. Perform related duties:
- a. Keep record of time worked and nature of work performed, e.g. activities covered by Liquid Fuels Fund
  - b. Assist with maintenance of inventory records
  - c. Purchase supplies and materials, e.g., fuel, oil, paint, wood chips
  - d. Assist with PA One calls; follow and take action as needed
  - e. Serve as “eyes and ears” for Borough; survey conditions of roads or parks; inform Zoning Officer of unusual activities that may require further investigation
  - f. During times of weather emergency, respond to direction from police where necessary to maintain safe roads.

**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. Must possess a clean driving record, clean criminal background check and child abuse history clearance.

Knowledge:

- Thorough knowledge of light, medium and heavy equipment operating procedures.
- Thorough knowledge of public works maintenance practices and procedures.\*
- Thorough knowledge of safety guidelines, practices and procedures for equipment operation road work as issued by PennDOT\*
- Thorough knowledge of department policy, procedures and work rules.\*

Skills:

- Operation of trucks.
- Operation of manual, pneumatic, and power tools, including chain saws, weed-wackers, blowers, push mowers
- Operation of computer

Abilities:

- Ability to organize and execute work tasks where flexibility is required to address ever changing priorities.
- Ability to recognize unsafe conditions and take appropriate precautions.
- Ability to carry out written and oral instructions.
- 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; climbing ladders.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate polite and courteous manner toward the general public.
- Ability to maintain a neat appearance.
- Ability to prepare accurate maintenance records.
- Ability to demonstrate honesty and convey integrity to maintain public trust.
- Ability to maintain clean driving record and child abuse history clearance.

**WORKING CONDITIONS:**

Work requires frequent visits to project sites. Work occasionally involves responding to angry or upset people. Work requires twenty-four hour on-call availability in the event of emergencies and is occasionally performed in extreme weather conditions. Work occasionally requires overtime, especially during times of snow events, or other natural disasters. Work requires adherence to safety standards to control for risk and employee must wear common protective and safety equipment such as safety shoes, glasses, gloves, or hard hat as appropriate.

**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:               Borough Manager/Maintenance Supervisor  
FLSA STATUS:             Non-exempt  
DATE:                        January 2017

**Maintenance Worker**

**Acknowledgement of Receipt of Job Description**

Employee's Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_