



BOROUGH OF AVALON

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AVALON BOROUGH DEPARTMENT OF PUBLIC WORKS POSITION DESCRIPTION

TITLE: DPW Maintenance Worker
APPOINTING AUTHORITY: Council and Borough Manager
AFFILIATION: General Teamsters Local 249

Summary of Duties

Performs a variety of semi-skilled and unskilled manual work associated with the maintenance, repair and construction of DPW assets.

Supervision Received

Works under the direct and general supervision of a designated Department of Public Works Superintendent.

Supervision Exercised

None

Job Environment

Work is generally performed on site; required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks and CDL vehicles.

Has frequent contact with Borough personnel; occasional contact with contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Borough assets, injury to oneself or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Ability to perform a variety of tasks associated with the repair, maintenance, and construction of DPW assets to include the following:

A. Equipment Operations

1. Repair or perform general maintenance tasks on Borough roads; apply asphalt, cold patching materials, and concrete; repair or replace storm drainage pipes, grade, and clean shoulders; erect and repair guiderail and signs; remove weeds and mow road banks, remove leaves with vacuum, use hand shovels to dig trenches, load trucks, and spread materials; operate manual, pneumatic, and power maintenance tools. (e.g., rakes, picks, hammers, saws, jackhammer, hydraulic, tamper, chainsaws).
2. May operate light- or medium-weight trucks to pull auxiliary equipment or haul materials (e.g., stone, sand, gravel, dirt, cinders, wood, trash, pipes, timber, machinery, tools, leaf machine, etc.).
3. May operate heavyweight equipment (e.g., graders, loaders, backhoe, rollers, street sweeper, etc.) to excavate, level terrain, move earth or materials, load trucks).
4. Plows and removes snow using non-CDL (e.g., light equipment, hand shovel) and snowplow, salts roadways, parking lots and sidewalks at all municipal buildings.

B. Vehicle Repair & Maintenance

1. Operate vehicles and equipment in accordance with prescribed safety methods and procedures.
2. Examine and determine cause of equipment failure. Perform repair procedures or arrange for repair work to be completed. When possible, assist or perform major repair of engines, transmission, differentials, hydraulics and coolant systems. Ability to weld and fabricate tools and parts. Perform routine inspections.
3. Replace worn or damaged parts on all Borough vehicles and equipment (e.g., hoses, wiring and belts). Perform routine maintenance tasks (e.g., change oil, check fluids, tires, battery radiator, transmission brakes). Wash and grease equipment and parts.
4. Report all vehicle and equipment problems to the Public Works Superintendent.
5. Maintain Vehicle Repair and Maintenance records.

C. Duties

a. General Responsibilities

1. Employee shall be assigned various tasks associated with DPW work.
2. Willing to attend, including travel to, training for certifications, (e.g., various safety training classes, Confined Space, Flagger Training, etc.).
3. Required to respond to after hour calls for emergencies, including but not limited to snow removal, flooding, tree removal, adverse weather conditions, or as needed.
4. Perform work assignments in a professional, expeditious and safe manner, following safety requirements and standards as set forth by the Borough.
5. Perform general maintenance and cleaning tasks in the Public Works garage, including tools and equipment. Returning tools and equipment to proper storage location and safely securing the area at the completion of the work shift.

b. Road Repair/Maintenance

1. Survey conditions of roads, informing Public Works Superintendent of poor conditions and problems.
2. Set-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.
3. Assists in the construction, maintenance and repair of streets which includes but not limited to laying out and lining roadways, minor street repair and sealing roads, patching potholes.
4. Assists in maintaining traffic markings, erecting, and repairing signage, painting lines and curbs.

c. Storm & Sanitary Repair/Maintenance

1. Assists in the construction, maintenance, repair and cleaning of storm and sewer systems, including catch basins.

2. Assists in constructing, maintaining, and repairing structures, sidewalks, and curbs; builds forms for concrete structures; may mix, pour, and finish concrete.

d. Property Maintenance

Perform routine grounds and maintenance tasks at municipal buildings, parks and recreational areas. Cut brush, grass cutting, remove weeds and landscaping as necessary and appropriate. Plant trees, shrubbery, and grass. Remove trash from all parks and main avenue Receptacles.

1. Borough Buildings and Facilities
 - a. Perform general maintenance including but not limited to painting, carpentry, plumbing and electrical.
 - b. Perform general lawn and garden maintenance.
2. Borough Parks and Recreation Facilities
 - a. Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of ballfields, grounds, playgrounds & equipment, structures and facilities. Spring season includes ballfield repair for softball league use. Summer season (May-September) includes cleaning restrooms and shelters between rental dates.
 - b. Perform routine opening and closing procedures for the pool facility, including pool and bathhouse preparation for summer season (Memorial Day thru Labor Day). Certified Pool Operation (“CPO”) license necessary to maintain pool operations and chemicals throughout the summer season.

RECOMMENDED MINIMUM QUALIFICATIONS

Education/Experience:

Minimum High School diploma or equivalent.

Any combination of education or experience, which indicates possession of the skills, knowledge, and abilities listed. Must be able to emergencies on a 24-hour basis, especially during periods of snow.

Licenses/Certificates:

Must have and maintain valid driver’s license; a Class B CDL is preferred, not required.

Flagger Certification must be obtained within 6 months of hire.

CPO certification must be obtained within 6 months of hire.

Pesticide Application certification (Core and 24 Swimming Pool) must be obtained within 6 months of hire.

Probationary Period:

A 90-day probationary period is a prerequisite to this position.

Knowledge, Abilities and Skills:

Familiarity with basic public works, maintenance work or grounds keeping practices.

Basic knowledge of hand tools, power tools and maintenance equipment.

Skill and ability to safely operate light vehicles; skill and ability to safely operate and use all other equipment associated with the position.

Ability to read, interpret and apply data, drawings, and instructions for assigned work.

Ability to read, understand and adhere to rules, regulations, policies, and procedures.

Ability to work independently and cooperatively as a crew member.

Ability to communicate effectively.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

PHYSICAL REQUIREMENTS

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, knee, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools or controls and reach with hands and arm; occasionally required to sit, talk, and hear.

You must pass the following requirements for full-time employment status:

Clearances and Background Check

Drug Test

Physical (with our independent medical professional)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the employer's needs and requirements of the job change.