

AVALON BOROUGH
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION

TITLE: DPW Maintenance Worker – Part Time

APPOINTING AUTHORITY: Council and Borough Manager

Summary of Duties

Performs a variety of manual work associated with the maintenance, repair and construction of Public Works assets.

Supervision Received

Works under the direct and general supervision the Department of Public Works Foreman.

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 heavy machinery.

Has frequent contact with Borough personnel; has 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 one's self 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.

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

Performs various standard tasks using a wide variety of manual and powered equipment, which may include but not limited to lawn mower, backhoe, street sweeper, and leaf machine; all operated in the Borough parks and streets. Operation of all vehicles and equipment must be in accordance with prescribed safety methods.

Perform regular preventative maintenance on all vehicles, as required according to CDL rules and checklist. Report all vehicle and equipment problems to the Department of Public Works Foreman.

Perform regular maintenance of tools and equipment. Returning all tools and equipment to the Public Works garage and safely securing the area at the completion of the work shift.

Operates vehicles and equipment in accordance with prescribed safety methods and procedures.

Maybe assigned various tasks associated with DPW work.

Assists in the construction, maintenance and repair of streets which includes but is not limited to laying out and lining roadways, minor street repair and sealing roads, patching potholes.

Assists in maintaining traffic markings, erecting and repairing signage, painting lines and curbs.

Assists in the construction, maintenance, repair and cleaning of storm and sewer systems.

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

Set-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.

Plows and removes snow using non-CDL; salts roadways, parking lots and sidewalks at all municipal buildings.

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.

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, playgrounds, structures and facilities, including trash removal from the main avenue receptacles.

Perform maintenance to all Borough Parks, including but not limited to mowing, trimming, cutting, trash removal and repairs field and park areas; trims trees and shrubs, removes weeds as appropriate. Summer season includes cleaning restrooms and shelters.

Perform general maintenance to the Borough buildings and facilities, including but not limited to painting, carpentry, plumbing and electrical.

Perform work assignments in a professional, expeditious and safe manner, following safety requirements and standards as set forth by the Borough.

Willing to attend, including travel to, training for certifications, e.g. various LTAP classes.

RECOMMENDED MINIMUM QUALIFICATIONS

Education:

High School diploma or equivalent

Experience:

Over 6 months of related experience in public works, maintenance work or grounds keeping work.

Substitutions:

None

Licenses/Certificates:

Must have and maintain valid driver's license.
Flagger Certification must be obtained within 6 months of hire.
Certified Pool Operator certification desired but not required.
Pesticide Application certification desired but not required.

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 associate with the position.

Ability to read, interpret and apply date, 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 weighting up to 100 pounds; occasionally required to comfortably lift/carry objects weighting 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 the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.