

# Borough of Coopersburg

**POSITION: Crewman – Heavy Equipment / Highway**

**DEPARTMENT: Public Works**

**FLSA STATUS: Non-Exempt - Hourly**

**REPORTS TO: Public Works Supervisor**

**DATE PREPARED: August 28, 2018**

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## **GENERAL SUMMARY**

Under supervision of the Public Works Supervisor, this position participates in the day-to-day activities of a work crew engaged in tasks related to the entire public works department and borough properties. This position of crewman specializes in roadwork / water / sewer duties and heavy equipment operation.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Team player.
- Operates heavy equipment such as loaders, rollers, backhoes, and other large equipment.
- Operates dump trucks, tractors, lawn mowers, snow removal equipment and other related equipment.
- Performs various labor-intensive tasks; including lifting of heavy materials, shoveling and sweeping as needed.
- Participates in flagger and work zone traffic control duties.
- Performs various landscaping, building, and grounds maintenance activities.
- Operates power driven machinery such as a chain saw, pruning equipment, gasoline powered hedge trimmer or other similarly sized equipment.
- Performs snow and ice control on public roads. Drives snow plow and applies snow/ice control materials. Clears snow from sidewalks, paths, and parking areas at Borough facilities.
- Participates in cleaning of shop, trucks and equipment used; performs routine maintenance, service and repair on equipment as needed.
- Repairs roadways and road beds; grades roads, repairs ditches and shoulders, dumps and spreads gravel, applies asphalt and cold patch to surfaces and the like; Installs, replaces and maintains drainage culverts; participates in road painting activities (road lines, handicap spaces, crosswalks, stop lines, parking space lines and the like).
- Replaces damaged sign posts, worn or weathered signs; Locates and marks areas for safe digging and / or for PA One Call purposes.
- Performs drainage maintenance; installs, maintains and repairs catch basins and associated piping.
- Performs maintenance and repair on sewer system and water system as directed.
- Adheres to all safety rules and regulations.
- Ability to work weekends if necessary, be on call, and respond to emergencies on short notice.
- Attends trainings related to job duties; abides by safety procedures, rules and operations.
- Performs other related duties as needed.

## **DESIRED QUALIFICATIONS**

### **Education and Experience**

- Education equivalent to completion of High School.

- Four years of experience in municipal work or equivalent.
- Ability to read and interpret pertinent ordinances, blue prints, plans and instructions.

### **Knowledge, Skills and Abilities**

- Knowledge of above essential duties and responsibilities.
- Ability to communicate effectively and concisely.
- Demonstrates superior customer service, integrity and commitment to innovation, efficiency and fiscal responsibility.
- Good physical condition is required to perform heavy physical labor.
- Ability to perform work with limited supervision from Public Works Supervisor.

### **LICENSING AND CERTIFICATION** (Or ability to obtain within 6 months of hiring)

- CDL – Class B
- Flagger certification
- Work zone certification

### **TOOLS AND EQUIPMENT USED**

Lawn and garden equipment, hand and power tools, pavement saw, chain and other saws, snowplows, dump trucks, backhoes, front-end loaders, sanders, jackhammers, pressure washers, grade rake, and other heavy vehicle equipment, asphalt, paint, water valves, meters, and other specialized equipment and materials.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb and balance; stoop, kneel, bend, crouch or crawl; talk, see and hear. Heavy lifting/pushing of 80 pounds or more is required. Special physical effort may be required when performing routine and emergency maintenance. Driving for extended periods of time under a variety of weather conditions is required.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to traffic, heights, outside weather conditions, extremes in temperature, humid conditions, small spaces and trenches, vibrations, moving mechanical parts, sharp blades, instruments and other sharp objects, fumes, gases or airborne particles, strong odors, toxic or caustic chemicals, risk of electrical shock, burns and explosion. The noise level in the work environment is loud.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**