

Job Title: Service Worker; Service Department

### Job Summary

Perform tasks necessary to maintain highways, rural roads and right of ways in a safe condition. Perform maintenance, repairs and modifications of the Township streets, grounds, facilities and equipment.

### Primary Tasks and Responsibilities

- Operate dump truck to transport road repair materials (i.e. stone, gravel, soil, hot and cold mix, sand, cinders and salt) to and from work site.
- Performs road repair tasks and prepares road surface for repair's to be made and finished products placed i.e. asphalt, chip and seal, and gravel.
- Operates various hand tools utilized in highway maintenance to include, jack hammers, chain saws, concrete saw, lawn mower, weed eater, traffic control devices.
- Performs manual operations related to installing culvert pipes, placing hot and cold patch, cutting brush, grass, weeds, pruning and removing trees, and street sign installation.
- Perform cemetery tasks which involve opening and closing graves, and grounds maintenance.
- Operates light to medium equipment i.e. backhoe, roller, front-end loader, mini-excavator, skid loader, man lift.

### Additional Responsibilities:

- May be required to assist in maintenance, repair and/or modification of Township properties, grounds, or equipment.
- Will be required to participate in all mandatory training and follow established safety rules and regulations.
- Maintain on call status in order to respond when required in emergency situations.
- Other Township maintenance duties as assigned.

### Supervision Received

- General supervision provided from Operations Manager.

### Supervision Exercised

- May be required to train, lead, or review the work of others.

### Related Work Experience Required

- General knowledge of street and grounds maintenance.

### Specialized Training, Knowledge, Skills, and Abilities

- Knowledge and experience of relevant O.S.H.A. Regulations.
- Knowledge of Township streets and local geography.
- Knowledge of proper traffic control operations.
- Ability to understand, carrying-out, and deliver verbal and written instructions pertaining to a job assignment.
- Knowledge and ability to operate tools and equipment previously listed.

- Ability to establish and maintain effective working relationship with employees, supervisors, other agencies, and the public.

#### Special Requirements

- Commercial Driver License.

#### Tools and Equipment Used

- The occupant is expected to freely operate the following tools and equipment: backhoe, grader, front-end loader; snowplow; salt spreader; lawn mower, tractor and other equipment used in carrying-out the tasks and responsibilities of the position.

#### Working Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee typically works in outside weather conditions with exposure to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate while in the office, and moderately loud when in the field.

#### 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 use hands to finger, handle, feel, carry or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee frequently is required to lift and move tools and equipment.