

ROADS DEPARTMENT ASSISTANT

General Definition

Perform a wide range of general maintenance, repair work and installation work with special tools and/or various types of motorized equipment.

Required Knowledge, Skills, and Abilities

- Knowledge of operating, or the ability to learn to operate the following equipment: dump truck, salt spreader, snow plow, light tractors and mowers, front end loader, and other related maintenance equipment.
- Knowledge of routine equipment maintenance requirements.
- Snow plowing, which may require working hours outside of normally scheduled hours.
- Ability to work effectively with others.
- Ability to understand and interpret general instructions.
- Ability to perform broad range of maintenance skills.
- Ability to work independently or with others.
- Ability to maintain considerable physical effort throughout workday.
- Ability to read, write and speak English.
- Carry out simple repairs to building and equipment. Report damage to structures and equipment that require repairs/replacement to Roads Master or Direct Supervisor.
- Use proper safety equipment that is available and utilized by Streets and Maintenance Department.
- Abide by all safety regulations, Federal, State and Local.
- Carry out any other duties as assigned.

Desirable Training and Experience

- Graduation from High School or equivalent.
- Two years experience, including the operation of a variety of mechanical and/or motorized equipment and the performance of a variety of maintenance assignments.
- Any equivalent combinations of education, training and experience.

Licenses and Certificates Required

- Possession of a Commercial Driver's License B (CDL-B) by the Commonwealth of Pennsylvania.

Typical Examples of Work

- Operate dump trucks, salt spreader and snow plow. Operate light tractors and mowers, front-end loader, backhoe, and other related maintenance equipment.
- Perform preventative maintenance and log on all motorized and related equipment on a daily, weekly and monthly basis.
- Patch streets, seal gutter lines and road cracks with proper materials and techniques.
- Clean and maintain storm sewers, catch basins and storm drains.

- Collect and remove debris from streets.
- Erect and take down street signs.
- Work on Borough property by mowing, trimming, planting, raking leaves, cleaning Borough sidewalks, and trash removal. Empty the trash in the Civic Building, park and open space daily. Ensure rest rooms are supplied with necessary materials.
- Perform any maintenance required on any building or property owned by the Borough.

These job duties are by no means inclusive. Additional responsibilities will be on a duty as assigned basis. Keeping in mind that inclement weather may hinder some of these daily requirements. However, these duties should be completed within a reasonable time period.

AN EQUAL OPPORTUNITY EMPLOYER