

POSITION DESCRIPTION

Title	Municipal Worker C	Type	Non-Management
Department	Public Works	Union	Teamsters Local 773
Date	October 24, 2017	Location	30

General Purpose

In this position, a variety of skilled, technical, and mechanical work will be performed in the construction, operation, repair, maintenance, and improvement of the public infrastructure for the Borough of East Stroudsburg. This includes parks, streets, public sidewalks, public alleyways, and public utilities (streetlights, sewer system lines, storm drainage system, water distribution lines, trees, and municipal buildings). The position involves the daily operation of a variety of heavy machinery and other equipment in a safe and effective manner with some specialized training or certification required.

Reporting Structure

Reports directly to and will work under the general supervision of the Director of Maintenance and Assistant Director of Maintenance.

Essential Duties and Responsibilities

Note: The duties listed below are intended to demonstrate the various types of work that may be performed in this position. The omission of a specific duty or responsibility does not exclude that duty or responsibility from the position description and/or the execution of that duty or responsibility.

1. May supervise temporary workers, part-time employees, or outside labor pools such as training programs, community service programs, and unpaid employees (interns, etc.) that may be utilized from time to time.
2. Operates a variety of construction and maintenance equipment, which may be required to be used in the performance of duties for the purpose of hauling, loading, and unloading of various equipment, materials, and supplies.
3. Operate trucks and construction or power equipment such as, mechanized broom, loader, snow loader or blower, snowplow, backhoe, air compressor, tractors, and jets.
4. Operate jackhammers, mowers, chain saws, pavement saws, tampers, and other small equipment and tools to maintain the streets, utility systems, public areas, and parks.
5. Physically work with other crewmembers in digging ditches, hoisting materials, cutting brush, trimming weeds, laying brick and cement, and painting lines for traffic control.
6. Perform maintenance on all municipal buildings and structures as required.
7. Perform routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor. Responsible for cleaning equipment.
8. Assists in the installation and maintenance of traffic control devices.
9. Serve as a flagman on work sites where traffic control is required to navigate traffic through work site safely.
10. Perform land maintenance activities as required to include grass mowing, weed trimming, brush removal and tree trimming.
11. During winter months, responsible for snow removal from Borough streets and Borough maintained sidewalks and public areas using standard snow removal equipment (i.e. snowplow, shovel, etc.).
12. May be temporarily assigned to work at the Twin Boroughs Recycling Center or in Parking Enforcement during times of shortage in those departments.
13. Perform all duties in conformance with appropriate safety and security standards.
14. Perform other duties as assigned.

Required Minimum Qualifications and Certifications

1. High School Diploma or equivalent required (GED).
2. Possess a valid Commercial Driver's License (Class B with air brakes) or the ability to obtain a CDL within one (1) year of hiring.
3. One (1) year of experience in the use and operation of specialty, medium and heavy equipment and machinery related to utility or street systems.
4. Must obtain PA DEP sanitary sewer collections license (mandated by the state) within three (3) years of employment. **
5. Must obtain IS-00100.a and IS-00700.a certification (mandated by FEMA) within one (1) year of employment. **
6. Must obtain PA DOT Flagger certification (mandated by PA DOT) within one (1) year of employment. **
7. Special note for position advancement to Municipal Worker C or Municipal Worker B - Courses taken prior to hire date will not be considered for advancement as those courses were a requirement of the position and placement of level at the time of hire and acceptance of offer. Additionally, federal and state mandated licenses and certifications enacted after the date of the position description shall not constitute a change in pay grade or advancement level.

Knowledge, Skills and Abilities

1. Considerable knowledge of the principles of operating heavy and specialty equipment; working knowledge of the hazards and safety precautions common to heavy and specialty equipment in the field of public works; the methods, materials, and tools used in the public works field.
2. Skill in operation of tools and equipment used in the day-to-day operations of Public Works within the Borough.
3. Ability to understand and follow oral or written instructions; ability to communicate effectively verbally and in writing; ability to observe proper safety precautions; ability to establish and maintain effective working relationships with other employees, supervisors, and the public; ability to perform heavy manual tasks under varying weather conditions; ability to drive and operate a variety of equipment under varying conditions; ability to work from construction specifications or blueprints.
4. Ability to proficiently operate at least two (2) pieces (one quarter (1/4) of presently owned) of heavy equipment at time of hire or promotion. Heavy equipment includes backhoe, large front-end loader, street sweeper, sewer jet, tow behind leaf vacuum, truck mounted leaf vacuum, bucket truck with aerial controls, CDL required dump truck with plow and skid steer loader with Backhoe, snow blower attachments and pallet forks. As the Borough acquires new equipment not already owned the number of pieces of equipment requiring proficiency will increase.
5. Ability to proficiently operate at least two (2) pieces (one quarter (1/4) of presently owned) of specialty pieces of equipment at time of hire or promotion. Specialty equipment includes Kut Kwik slope mower, utility tractors with mower, plow, snow blower and York rake, line stripping machines, sign making machines, skid mounted spray rig, welders: mig and stick, water leak detection equipment, wood chipper.
6. Tools and Equipment used are motorized vehicles and equipment, including dump truck (CDL and non-CDL), snow plow, material spreader, pick-up truck, utility truck, street sweeper, sewer jet, street roller, tamper, plate compactor, air compressor, saws, pumps, crack sealer, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, and mobile radio. This list is not all-inclusive.
 - a. Training Requirements for Equipment:
 - i. Complete eighty (80) hours of field training (twenty (20) hours each on three (3) pieces of heavy equipment and two (2) pieces of specialty equipment presently owned and operated by the Borough of East Stroudsburg).
 - ii. Study all operations and safety manuals, technical data, maintenance activities, start-up and shut down procedures, and other associated written materials.
 - iii. Eighty (80) hours of operation of heavy equipment and specialty equipment in actual working conditions within the probationary period, schedule permitting.
7. To advance from a Municipal Worker C to a Municipal Worker B a Certificate of Completion of one (1) course (**NOT** mandated by federal or state government or the Borough) in an area that furthers the employee's knowledge in the area of Public Works related fields such as welding, small engine repair, soil analysis, or other Borough approved fields of study (list available with the Director, Public Works and Borough Office). The Roads Scholar diploma counts as one such completion. ALL courses must be pre-approved if not on the current list of courses. All courses not on the approved list must be approved prior to commencement of course. Two (2) years' experience in the use and operation of specialty, medium and heavy equipment and

machinery related to utility or street systems.

Physical Demands

Note: 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.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to stand and talk or hear.
3. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
4. The employee will be required to and must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move objects up to eighty (80) pounds or greater than this with assistance.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Schedule and Environment

Note: 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.

1. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
2. Will be required from time to time to work nights, weekends, and holidays.
3. The employee routinely works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and equipment vibrations.
4. The employee will occasionally work at a high elevation.
5. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
6. The potential for the risk of electrical shock may also be evident.
7. The noise level in the work environment is usually loud in field settings, and can be moderately quiet in office settings.
8. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.
3. The position description does not constitute an employment agreement between the Borough of East Stroudsburg and the candidate. The position description is subject to change based on the operational needs to the Borough of East Stroudsburg where it would require the position description to be modified.

** Notates a Federal, State or locally mandated license or certification. All training and associated fees will be provided by The Borough of East Stroudsburg. **

Employee:

By: _____

Print Name: _____

Date: _____

Borough Manager:

By: _____

Print Name: _____

Date: _____