

UPPER MILFORD TOWNSHIP

DIRECTIONS TO APPLICANTS PUBLIC WORKS MAINTENANCE WORKER

Upper Milford Township, Lehigh County, PA, is accepting applications for the position of a Public Works Maintenance Worker. Applications shall be on the forms provided by the Township to which a resume may be attached. Application Forms may be obtained at the Upper Milford Township Office Building, 5671 Chestnut St., Old Zionsville, PA 18068, 8 a.m. – 4 p.m., Monday through Friday, or on the Township website <http://www.uppermilford.net>. Wage rate negotiable D.O.Q. Applications will be taken until 4 p.m. Thursday, July 11th, 2013.

General Description of Duties:

Under general supervision, this employee will repair, upgrade, and maintain township roads and properties and perform other general maintenance tasks to improve township grounds and facilities. May operate light, medium or heavy equipment or perform skilled and unskilled work depending on level of experience, training and needs of the department.

Duties and Responsibilities:

1. Repair or perform general maintenance tasks on township roads; apply asphalt, cold patching materials and concrete; repair or replace storm drainage pipes; grade and clean shoulders; widen roads; repair road signs; erect and repair guide rails; remove weeds and mow road banks; remove leaves with vacuum; use hand shovels to dig trenches, load trucks, spread materials; operate manual, pneumatic and power maintenance tools (e.g. rakes, picks, hammers, saws, jackhammer, hydraulic tamper, chain saw)

May operate light or medium weight trucks to pull auxiliary equipment or haul materials (e.g. stone, sand, gravel, dirt, cinders, wood, trash, pipes, timber, machinery, tools, etc.)

May operate heavy equipment (e.g. graders, loaders, backhoe, rollers, etc.) to excavate, level terrain, move earth or materials or load trucks.

2. Use light equipment or hand shovel to clear snow or debris from sidewalks and driveways. Spread salt, cinder or stone. Will operate snow plow to clear township roads.
3. Survey conditions of roads, informing Supervisor of poor conditions or problems.

4. Replace worn or damaged parts on vehicles and equipment (e.g. hoses, wiring, and belts). Perform routine maintenance tasks (e.g. change oil, check fluids, tires, battery, radiator, transmission, brakes). Wash and grease equipment and parts.
5. Perform routine grounds and maintenance tasks at municipal building, parks and recreational areas. Cut brush, mow grass and weed. Plant trees, shrubbery and grass. Remove refuse and trash.
6. Perform basic carpentry, electrical, plumbing, painting, and masonry tasks to improve township facilities. May install or repair plumbing systems, drainage systems, pumps, playground equipment or shelters. May use portable hand and power tools such as drills, saws, sanders, hammers, wrenches, chisels, squares, welder, paint sprayer, etc.
7. Perform general maintenance and cleaning tasks. Maintain tools in proper location. Keep work area clean and orderly. Keep designated records.
8. Be on Call as needed for Emergencies and Weather clean ups.
9. Perform other work as required.

Education / Employment:

Any combination of education and experience which indicates or demonstrates possession of the skills, knowledge, and abilities listed below. Must be able to respond to emergencies on a twenty-four hour basis, especially during emergency situations.

Required Knowledge, Skills and Abilities:

1. Knowledge of light and medium equipment operating procedures.
2. Knowledge of road components maintenance and repair practices and procedures.
3. Knowledge of building and construction maintenance practices and procedures.
4. Knowledge of safety practices and procedures for equipment and tools.
5. Knowledge of township geography.
6. Operation of light or medium equipment under moderate supervision.

7. Operations of manual, pneumatic and power tools.
8. Ability to recognize problems with equipment, interpret technical manuals and determine proper course of action.
9. Ability to interpret sketches and rough drafts.
10. Ability to carry out written and oral instructions.
11. Ability to walk, crouch, climb ladders and exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds frequently.
12. Ability to adhere to safety standards and recognize safety warnings and hazards.
13. Ability to cooperate with co-workers on group tasks.
14. Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
15. Ability to demonstrate polite and courteous manner toward the general public and co-workers.
16. Ability to maintain a neat appearance.

Sensory Requirements:

1. Most tasks require visual perception and discrimination.
2. Most tasks require oral communication ability.

Other Requirements:

1. Must possess and maintain a valid PA Driver's License.
2. Possession of a valid CDL or ability to obtain a CDL within 120 days.

Pre-Employment Drug Testing:

Prior to employment the township will require the perspective employee to take a pre-employment drug test. The cost of the test will be paid by the township.

Criminal Background Check:

Prior to employment the perspective employee must provide the township with a criminal background check through the Pennsylvania State Police. The cost for the background check will be the applicant's responsibility.

Residency:

Preferred but not required. Applicant must demonstrate that they would be able to report to duty within 15 minutes in case of an emergency.

Probationary Period:

The employee will be serving a 6 Months probationary period subject to termination at any time.

The Township of Upper Milford Township is an equal opportunity employer.