

Maintenance Worker, Public Works [Full-time]

Do you enjoy working with your hands and derive satisfaction from fixing what's broken? Do you thrive in an environment of team and self-directed work? We have the perfect opportunity for you! Consider joining our team of dedicated maintenance professionals who ensure the residents of Upper Allen Township have a safe community in which to thrive.

Our maintenance technicians assist with the routine upkeep and enhancement of the roads; this includes duties such as leaf pickup, snow plowing, patching, and tree limb maintenance. You will have the opportunity to work independently and as part of a team while growing your skills and experience with the Township. If you have road maintenance or construction experience, we want to talk to you!

Benefits:

- **Zero-deductible health insurance with no premium dental and vision insurance**
- **10% company contribution to your retirement**
- **No cost life, long-term, and short-term disability insurance**
- **Robust paid time off**
- **Winter Schedule: Monday-Thursday 6:00AM-3:30PM, Friday 6:00AM-10:00AM**
- **Summer Schedule: Monday-Thursday 6:00AM-4:30PM, Friday Off**

If you're looking for a place where you can settle in and grow at your own pace and engage in meaningful work that directly affects the lives of individuals and families, look no further, apply today!

Minimum Education and Experience

- High School diploma or equivalent, and
- Two years of experience in equipment operation, highway maintenance, transportation construction, or a related field

Preferred Licenses or Certifications

- Valid PA Class B CDL or higher with air brakes and tanker endorsements
- PA DOT Flagger Certification



Upper Allen Township Job Description

Job Title:	Maintenance Worker, Public Works	Department/ Bureau:	Public Works
		Location:	100 Gettysburg Pike, Public Works Garage
Supervisor's Job Title:	Public Works Director	Work Hours:	6:00 a.m.-2:30 p.m. Summer/7:00 a.m.-3:30 p.m. Winter

Position Purpose

The Maintenance Worker, Public Works – Highway Maintenance is responsible for performing a wide variety of tasks mainly, but not limited to, highway maintenance. At times the incumbent may be asked to be solely responsible to carry out assigned tasks as the job Foreman with no supervision.

Roles and Responsibilities

1. Assists in patching highway surfaces and repairing potholes.
2. Assists in manually cleaning storm water ditches, cleaning and repair of storm water basins and filling washouts.
3. Assists in paving and resurfacing of Township streets.
4. Maintains and installs street signs as needed.
5. Assists in repair and maintenance of any Township property as assigned.
6. Performs jobs in other areas where he/she has experience such as construction, electrical, mechanical, etc.
7. Cuts grass, trims trees and maintains Township Rights of Way as required.
8. Safely drives a truck with a snowplow or material spreader and clear Township streets as required.
9. May be required to assist with janitorial duties at the main office, Public Works garage, or parks.
10. May be required to assist with duties related to park maintenance.
11. Will be on mandatory 24 hour call out during the winter months for any type of snow emergency.
12. Shall be required to work long hours during snow emergencies or natural disasters.
13. Obtains and maintains PA DOT flagger certification.
14. Operates a vehicle to travel to sites within and outside the Township.
15. May operate heavy equipment in the absence of the Laborer III.
16. Performs other duties as assigned.

Essential Functions

1-14 are essential

Knowledge, Skills and Abilities

Upper Allen Township Job Description

Ability to understand and follow directions with minimal supervision.
 Ability to learn new skills or operation of equipment.
 Ability to work cooperatively and efficiently with all other Public Works employees and employees from other departments.
 Ability to adhere to all departmental rules, regulations and policies.
 Ability to follow Township safety and emergency procedures
 Ability to obtain other licenses as may be required to perform assigned duties (example: Pesticide license for Right of Way spraying).
 Ability to maintain records.
 Skill in using hand and power tools for a wide variety of jobs.

Physical Requirements

Ability to lift heavy objects (up to 100 lbs) unassisted
 Ability to perform duties in often extreme conditions such as heat, cold, dampness, noise or dirt

Minimum Education and Experience

High School diploma or equivalent and three years of experience in equipment operation, highway maintenance, transportation construction, or a related field

Required Licenses or Certifications

Valid PA Driver's license or the ability to obtain Class B CDL or higher with air brakes and tanker endorsements with 6 months of hire.
 PA DOT Flagger Certification or acquisition of such certification within 6 months of hire.

Employee Acknowledgment

By signing below, I acknowledge that I have read this job description.

Employee Name		Date	
Employee Signature			
Supervisor Approval			
Supervisor Name		Date	
Supervisor Signature			