

**Borough of Greencastle
Job Description**

TITLE: Labor Specialist II/Equipment Operator

REPORTS TO: Public Works Manager

DEFINITION:

This is a skilled manual position in the maintenance of Borough streets, water and waste water main line systems and the operation/maintenance of various equipment such as dump trucks, snow plows, salt spreaders, loaders, sprayers, sweepers, leaf and excavating vacuums. Additional tasks include skilled mechanical work on the maintenance and repair of gasoline and diesel powered equipment.

Work is assigned by the Public Works Manager. This employee performs a variety of maintenance duties. Specific instructions are given for new duties, but once standard operations are learned, employee is expected to work without constant direction in an efficient manner.

Available for around the clock call-out for emergencies.

This employee should have a thorough knowledge of the methods, materials, tools and procedures of the automotive mechanic trade, water/sewer mains and appurtenances maintenance and repair materials and their use.

Work requires strenuous physical effort and exposure to uncomfortable surroundings and weather conditions where manual labor duties are involved.

TYPICAL EXAMPLES OF WORK PERFORMED:

1. Loads and unloads materials from trucks and other vehicles.
2. Operates all maintenance equipment, checks equipment for proper operation and performs routine preventative maintenance on equipment.
3. Participates in all maintenance work of streets, water and sewer mains and service lines by performing manual labor and operation of light and heavy equipment.
4. Assists in the maintenance and repair of all trucks and equipment.
5. Spray painting of trucks, other vehicles and equipment as necessary.
6. Performs snow and ice control from streets, parking lots, sidewalks, crosswalks and facilities of Borough owned areas.
7. Operates snow plows and salt spreaders as needed.
8. Performs manual labor on assigned projects such as sidewalk/curb installation and repair, patching of pot holes, construction and painting of barricades, washing and cleaning of vehicles and equipment.
9. Operation of paint machine spraying traffic lines, parking stalls, traffic arrows, crosswalks and school zone markings.
10. Placement and maintenance of traffic signs.
11. Mowing of grass, cutting and trimming of trees, clearing brush, spraying of weeds and collection of leaves.
12. Performs manual labor on projects connected with the maintenance of Borough streets as well as water/sewer main and service facilities.
13. Maintain a quarterly water meter route.
14. All other duties as assigned.
15. The above listing is not all inclusive of functions performed on a daily, monthly or annual basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND LICENSING REQUIREMENTS:

1. Must possess a valid Pennsylvania motor vehicle license with a CDL class B endorsement.
2. High School Diploma or General Education Diploma.
3. Five (5) years' experience in the public works specialty.
4. Must be a certified parking Meter Inspector.
5. Knowledge of the proper operating procedures and safety practices associated with maintenance equipment and supplies.
6. Recognize operation defects of vehicles and other equipment in order that the proper repair may be performed.

7. Understand and follow oral and written instructions.
8. Ability of self-direction to other work when assigned tasks are complete.
9. Sufficient physical strength to lift heavy objects.
10. Maintain a good working relationship with personnel from the Borough, other governmental agencies and the general public.
11. Knowledge of Pennsylvania Department of Transportation regulations for work zones.
12. Proficiency in the operation of assigned equipment for street, water and sewer maintenance and repairs.
13. Knowledge of the water and sewer utility systems.
14. Skill in the care and use of tools.
15. Knowledge of occupational hazards, safety precautions, fire extinguisher use and familiarity of the Personnel Policy Manual and the Emergency Planning Hazardous Materials Operations Manual.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations" for the Public Works Labor Specialist II/Equipment Operator position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)

****Management has the right to recommend to the Personnel Committee additions and/or modifications to duties of the position at any time****