

# POSITION DESCRIPTION

<b>Title</b>	Municipal Worker B	<b>Type</b>	Non-Management
<b>Department</b>	Public Works	<b>Union</b>	Teamsters Local 773
<b>Date</b>	May 21, 2019	<b>Location</b>	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 Stroudsburg. This includes parks, streets, public sidewalks, public alleyways, and public utilities (streetlights, sewer system lines, storm drainage system, 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, Public Works and Assistant Director, Public Works.

## **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. May also be held responsible for directing the duties of a Municipal Worker C.
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 crew members 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 in depth repairs to assigned equipment and 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).
3. Possess a valid PA DEP sanitary sewer collections license, or the ability to obtain one within three (3) years. (Mandated by the state).
4. Possess IS-00100.a and IS-00700.a certification or ability to obtain within three (3) years (mandated by FEMA).
5. Possess PA DOT Flagger certification or ability to obtain within three (3) years (mandated by PA DOT).
6. Certificate of Completion from at least one (1) course (**NOT** mandated by federal or state government) that further 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 of Public Works and Borough Office). The Roads Scholar diploma counts as one such completion. Employee shall provide proof of satisfactory completion of course work within two (2) years of hire or promotion. Failure to do so will result in demotion to Municipal Worker C status and the associated wage.
  - a. Special note for position advancement to Municipal Worker B or Municipal Worker A - 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.
7. Two (2) years' experience in the use and operation of specialty, medium and heavy equipment and machinery related to utility or street systems.

## **Knowledge, Skills and Abilities**

1. In-depth knowledge of the principles of operating heavy and specialty equipment; working 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 nine (9) pieces or (3/4) of presently owned heavy equipment at time of hire or promotion. Heavy equipment includes backhoe, large front-end loader with snow blower, small front end loader with brush hog and sweeper, street sweeper, sewer jet, spray injection patcher, crack sealer, 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, rock hound, stump grinder 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 six (6) pieces or (3/4) of specialty pieces of equipment at time of hire or promotion. Specialty equipment includes sewer video inspection equipment, 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, plasma cutter, hot patch box. As the Borough acquires new specialty equipment not already owned the number of pieces of equipment requiring proficiency will increase.
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 40 hours of field training (20 hours each on two pieces of heavy equipment) within the probationary period, schedule permitting.
    - ii. Study operations and safety manuals for equipment.
    - iii. 40 hours of operation of heavy equipment in actual working conditions within the probationary, schedule permitting.

## **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 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 Stroudsburg and the candidate. The position description is subject to change based on the operational needs to the Borough of Stroudsburg where it would require the position description to be modified.