

DOVER TOWNSHIP  
JOB DESCRIPTION

TITLE: Maintenance and Repair Worker III

DEPARTMENT: Public Works - Roads

GENERAL SUMMARY: Under general supervision, perform equipment operator work for the purposes of training; repair, reconstruct and maintain roads.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform equipment operator work for the purposes of training; transport, load and unload materials; drive truck and operate equipment to develop efficiency and skill.
2. Repair, reconstruct and maintain roads with asphalt, hot and cold patching materials and concrete:
  - a. use shovel, roller, trowel, level and long handled tamp;
  - b. repair pot holes, cracks, bumps and sink holes (cut out hole, fill with patching materials, tamp);
  - c. oil and chip resurfaced roads.
3. Operate equipment with minimal supervision and guidance; operate manual pneumatic and power maintenance tools (e.g. jackhammer, hydraulic tamper, chain saw).
  - a. load and haul debris, snow, materials;
  - b. repair wash outs from floods;
  - c. trim trees along roads;
  - d. remove fallen trees and low lying limbs from road;
  - e. operate snow plow to clear roads and spread salt, cinder, or stone;
  - f. clear snow from storm drains and place calcium on ice patch;
  - g. gather, load and haul leaves;
  - h. create gutters to keep water off roads;
  - i. mow and cut back weeds.
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 related tasks:
  - a. paint curbs and traffic lines;
  - b. set up work signs and flag traffic around construction sites;
  - c. assist with sewer and sanitary line blockages ;
  - d. organize and clean work area.;
  - e. clean and repair catch basins, culverts and storm drains.
  - f. erect, repair and replace guide rail and signs.
  - g. clean equipment and vehicles.

MAINTENANCE AND REPAIR WORKER III

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JOB SPECIFICATIONS:

\*Indicates developed after employment

Education/Employment: Any combination of the education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is one to two years of general experience with maintenance and repair work and possession of valid PA Commercial Drivers License.

Knowledge:

Knowledge of light and medium equipment operating procedures.  
Knowledge of general maintenance and repair practices for equipment.  
Knowledge of streets maintenance and repair practices and procedures.  
Knowledge of safety practices and procedures for equipment and tools.  
Knowledge of department policy, procedures and work rules.

Skills:

Operation of equipment under little or no supervision  
Operation of manual, pneumatic and power tools.

Abilities:

Ability to cooperate with co-workers as member of a team.  
Ability to work independently but remain flexible in accordance with demands of schedule and work team in order to achieve unit objectives.  
Ability to adhere to safety standards and recognize safety warnings and hazards.  
Ability to inspect equipment, diagnose nature of problem, and take action or suggest course of action.  
Ability to demonstrate physical fitness, to include frequent weight lifting of up to 50 lbs., standing and walking for long periods of time, bending and reaching; pushing and pulling.  
Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and equipment.  
Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.  
Ability to demonstrate polite and courteous manner toward the general public.

Working Conditions:

Work is frequently performed around hazardous machinery and can involve some threat to personal safety if safety standards are not observed. Work is occasionally performed in inclement weather. Work involves responding to emergencies on a twenty-four hour basis, especially during periods of snow.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Roads Foreman  
FLSA STATUS: Non-exempt  
DATE: April 2004