

BOROUGH OF ELIZABETHVILLE

BOROUGH PART-TIME MAINTENANCE EMPLOYEE JOB DESCRIPTION

The specific job functions and responsibilities of the Borough Maintenance for Part-Time shall be determined by Council and shall be included in a job description for the position which is subject to changes upon the majority vote of Council. Employee compensation is contingent upon qualifications and approval of Borough Council.

JOB FUNCTIONS and RESPONSIBILITIES

The Borough Part-Time Maintenance Shall:

- 1- All work in accordance with supervisory direction from the Maintenance Supervisor and Committee Chairperson.
- 2- Perform various standard tasks using a wide variety of manual and powered equipment which may include rented heavy equipment, Borough vehicles, hand tools, and any other associated tools to perform the tasks needed.
- 3- Repair curbing, storm sewers, sidewalks, catch basins and road surfaces.
- 4- Perform basic care and trimming of trees within the Borough's responsibility.
- 5- Identify and resolve Borough issues and concerns in a timely manner and report corrective action at a Borough Council Meeting. In the case of an emergency, he/she should report to the proper Chairperson and the Borough Council President immediately.
- 6- Fabricate, acquire, install, maintain and/or replace all signage utilized within the Borough for traffic, park and street identification.
- 7- Operate spray paint equipment to stripe and paint crosswalks, curbing and signs.
- 8- Coordinate street sweeping efforts and operate snow plowing on all streets within the Borough, according to established routes and procedures.
- 9- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- 10- Perform street sealing, crack repair, pothole repair, and minor street repair functions.
- 11- Place and retrieve barricades, lane cones, and other traffic directional devices for emergency and event control as needed.
- 12- Select materials and tools needed to perform work assignments and return all tools and equipment to Borough garage areas at the completion of the work shift. Worksites and garage areas will be safely secured at the completion of the work shift.
- 13- Communicate with the Borough office throughout the shift.

- 14- Keep the Maintenance Supervisor, Borough Council President, proper Chairperson, and any designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- 15- Attend meetings, workshops, and training sessions and review publications to become and remain current on principals, practices and new developments in assigned work areas. The part-time maintenance shall be compensated at their hourly rate for time in attendance. If unable to attend any meeting, employee must notify Borough Council President within 3 days, or ASAP, prior to any scheduled meeting/event that he/she is required to attend.
- 16- Respond to required afterhours calls for emergencies that involve the Borough.
- 17- Assist in the performance of preventive maintenance on vehicles, equipment and tools as required and keep records with dates and maintenance performed.
- 18- Perform maintenance to Borough Park and other Borough owned areas that includes, but is not limited to mowing, trimming, cutting, spraying of vegetation, trash removal and snow removal on sidewalks.
- 19- Assist in the preparation and cleanup for special events that may occur in the Borough as required.
- 20- Open and close public access areas as required, such as public rest rooms, recycling area, and other Borough facilities.
- 21- Perform specialty tasks as requested by the Borough Council.
- 22- Must represent the Borough of Elizabethville in a professional manner and respond to the public, employees, Mayor, and Council Members, in a courteous manner.
- 23- Must perform related, similar, or other logical duties as assigned by the Borough Council. Borough Council may require employee to perform functions beyond those contained in this job description.
- 24- Perform general maintenance to the Borough buildings and facilities that includes but is not limited to painting, carpentry, plumbing and electrical.
- 25- Perform work assignments in a professional, expeditious and safe manner. This will include wearing and/or using the appropriate safety equipment.
- 26- Report all accidents, to self and/or property, and safety concerns to the Borough Council President or proper Chairperson within 4 hours of the incident, or ASAP. Incident should then be reported from the Borough Council President or proper Chairperson to the Borough Secretary within 24 hours or next business day, for proper filing and insurance purposes.
- 27- Have a working knowledge of map and blueprint reading.
- 28- Perform cooperative maintenance chores with Washington Township when assigned.
- 29- Coordinate activities with other departments; for example he/she shall share information and equipment as necessary.

JOB REQUIREMENTS

The Borough Part-Time Maintenance Employee:

- 1- Must possess a valid Pennsylvania State driver's license and display it to Council upon request. Failure to maintain a valid Pennsylvania State driver's license may be grounds for immediate termination.
- 2- Must be able to work evenings, night shift, holidays, and weekends when necessary to include snow removal and special projects and events.
- 3- Must be able to attend meetings, seminars, and other required events, as necessary upon request.
- 4- Must be able to travel to various work sites and Borough locations.
- 5- Must have good oral and written communication skills to work effectively as team member and answer public inquiries.
- 6- Must be able to assist with other employees in nominal tasks, upon request.
- 7- Will be required to work up to 20___ hrs. /week, not to exceed _____20_____ hrs. /week.
- 8- Must have a criminal background check performed.
- 9- Upon being hired, he/she will be required to sign a drug-free workplace agreement.
- 10- Have a pre-employment physical examination and drug test by a physician designated by Borough of Elizabethville. Satisfactory clearance to perform essential job functions will be required.
- 11- Must obtain Flagging Certificate Card, and keep certification in good standing throughout their employment with the Borough.
- 12- Must *have ability* to obtain a first-aid/CPR card.
- 13- **Specific to items 12 of job requirements:** Will be offered for every certification obtained, a pay increase of \$0.25/hr per successful proof of completion would be given as a result of employee completing, and continuing the certifications in good standing during the course of employment. All costs associated with obtaining these certifications would be paid for by the Borough of Elizabethville. If certifications were to expire, pay privileges for the employee would be removed. This wage privilege is not subject to increases, and is subject to changes upon the majority vote of the Borough Council.
- 14- Must have physical strength and ability to perform moderate to heavy labor, including frequent bending, walking and lifting (up to 100 lbs.) for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.

THERE WILL BE NO SMOKING ALLOWED IN BOROUGH BUILDINGS, BOROUGH VEHICLES,

OR WHILE OPERATING ANY BOROUGH EQUIPMENT.

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JOB DESCRIPTION**

EMPLOYEE (signature) _____ DATE _____

CHAIRPERSON, PERSONNEL COMMITTEE _____

BOROUGH COUNCIL PRESIDENT _____