

PART-TIME PUBLIC WORKS CREW LEADER

GENERAL DESCRIPTION

Crew Leader is responsible for leading a small team of laborers to maintain the park system, storm sewer system and complete building maintenance. Other responsibilities include snow removal, assisting with Borough events and other tasks as assigned. Position involves lifting heavy objects, walking, and standing for long periods of time and performing strenuous physical labor under adverse field conditions. 35 hours per week.

SUPERVISION RECEIVED

Reports to Borough Manager

ESSENTIAL JOB FUNCTIONS

1. Assisting with routine building maintenance including minor repairs, carpentry, painting, electrical, plumbing, etc.
2. Maintaining Borough owned properties including mowing, trimming, planting, leaf and snow removal, etc.
3. Utilizing bucket truck to repair streetlights, trim trees and change banners.
4. Performing street maintenance and repairs including filling potholes with cold patch, sealing cracks with tar and assisting with road paving projects.
5. Repairing and cleaning stormwater inlets.
6. Painting crosswalks, stop lines and turn arrows on street intersections.
7. Installing and repairing street signs.
8. Washing and servicing department trucks.
9. Operating a street sweeper for sediment and leaf removal on Borough streets.
10. Operating a snowplow and salt spreader for the removal of snow and applying salt to Borough streets during inclement weather.
11. Operating various hand and power tools.
12. Picking up and delivering supplies, transporting equipment, and running errands.
13. Assisting with inventorying and replenishing of department supplies.
14. Performing janitorial work for Borough owned facilities including dusting, mopping, cleaning restrooms, emptying trash/recycle receptacles, etc.
15. Assisting in preparation activities for community events, presentations, and meetings.
16. Performing all other duties as assigned.

JOB LOCATION

This position is mainly located within the Borough; although there will be some occasional travel outside the Borough to various sites as needed to complete assigned tasks or job responsibilities.

EQUIPMENT

All Public Works equipment including, but not limited to the following:

Dump Truck	Power Tool	Weed Wacker
Loader	Mowing Tractor	Chain Saw
Bucket Truck	Lawn Mower	Shovel, Rake, Pick
Plow, Salt Spreader	Leaf Vacuum	Leaf Blower

QUALIFICIATIONS

- HS Diploma, or equivalent
- Valid PA Driver's License
- Must pass background check(s)
- Minimum of two (2) years of work-related experience
- Good oral, written and interpersonal skills; organize and prioritize work
- Ability to understand and follow instructions
- Ability to work independent of direct supervision
- Ability to effectively remedy problems
- Ability to work effectively with others

PHYSICAL DEMANDS

- Department Hours: Monday-Friday, 7:00 a.m. to 2:30 p.m. 35 hours per week available unless there are extenuating circumstances.
- Unconstructed Hours: Flex hours, required for special events and other circumstances as deemed necessary by the Borough Manager.
- Must be available on-call during times of inclement weather and other emergency situations declared by the Borough that require assistance from the Public Works Department.
- Ability to work both indoors and outdoors and withstand variations in weather patterns.
- Ability to stand, walk, sit, stoop, crouch, kneel, climb, balance, crawl, recline, twist, bend, reach to all levels and push, pull, and lift up to 50 lbs.
- Frequently withstand exposure to various noise levels, cleaning solvents, foul odors, and heights.
- Possess visual acuity (near, mid, far vision, field of vision and depth perception, frequently).