

**Pocopson Township**  
**Public Works Crew Member**



**Title:** Public Works Crew Member

**Work Location:** Public Works Office & Garage

**Function:** Performs a variety of tasks related to the Township infrastructure, buildings, parks and trails that require operation of Township vehicles and equipment as well as manual labor including strenuous physical effort and exposure to inclement weather conditions

**Reports to:** Public Works Director

- Full-time
- Part-time

- Exempt
- Nonexempt

**Duties and Responsibilities:**

- Operate vehicles and equipment in safe and productive manner; maintain and make minor repairs (change tires, oil, etc.)
- Perform a variety of tasks related to infrastructure maintenance including: pave/patch roads, install/repair street signs and guide rails, leaf/tree/branch pickup and chipping, snow removal
- Field/trail/park/ playground maintenance – mow, brush clearing, install trails, leaf removal, branch chipping; maintain appropriate records
- Storm Water Systems – install, clean, repair inlets and pipes
- General clean up of garage and surrounding area
- Represent the Township professionally at all times

**Other Duties and Responsibilities:**

- Assist in traffic control, as needed
- Light carpentry, painting and masonry work
- Willingness to learn and perform new tasks without direct supervision, once learned

**Education and/or Work Experience Requirements:**

- CDLB with Air Brake endorsement or ability to obtain within 6 months
- HS Diploma or equivalent, with a minimum of 6 months of experience in a construction or Public Works job
- Basic knowledge of construction practices, mechanics, working in confined spaces and trench work
- Certified in Pesticide applicator (herbicides included) is a plus
- Able to understand and follow oral and written instructions

**Physical Requirements:**

- Must pass Township physical and drug tests
- Must be able to see, hear, walk, stand, squat, shovel, rake, move 100 pounds, climb stair and ladders, climb in and out of ditches, manholes, inlets
- Must be able to work outdoors in all weather and work conditions

**Special Requirements:**

Generally this is a 40-hour work week M-F, 7 am – 3:30 pm with overtime as needed  
Must be willing to participate in 24 x 7 Township coverage schedule  
Must be able to be physically present at the Public Works Building and ready to work within 30 minutes of call-in  
Must be flexible to work in excess of 8 hours, if requested