JOB DESCRIPTION
HIGHWAY ROAD CREW ASSISTANT

SUPERVISOR:
Highway road crew leader

WORKING HOURS:
1. Monday mornings and as needed.
2. Winter roadway plowing and anti-skid material application as weather requires.

JOB DUTIES AND RESPONSIBILITIES:
1. Perform roadway maintenance, construction, and reconstruction. Also inspecting and reporting to the street committee.
2. Participate in projects involving outside contractors and their employees.
3. Perform winter roadway maintenance (snow removal and anti-skid control).
4. Operate Borough equipment (trucks, tractors, mowers, backhoe, loader, roller, etc.) in a safe, efficient and orderly manner.
5. Manage One Call program. This includes everything from receiving the individual One Calls to marking. Marking may be done in conjunction with other crew members.
6. Perform grounds and facility maintenance to include but not limited to periodical building inspections, replacing light bulbs, putting out garbage, mowing grass, weeds and trim & painting. Maintain buildings and grounds as expected by Council.
7. Perform minor equipment maintenance.
8. Respond, after normal working hours to perform roadway work in emergencies, bad weather or other situations where public safety is affected.
9. Interact positively with the public, fellow employees and contract personnel.
10. Comply with all safety regulations, policies and procedures of the Borough, County, State and Federal Governments.
11. Assist with inventory management and procurement as needed
12. Oversee street sweeping - assist in posting or post all “No Parking” signs throughout the Borough as well as remove and/or assist in removal of signs after completion.
13. Assist in any outside program that is available to do work in the Borough.
14. Assist in and understand necessary stormwater compliance as required by the state.
15. Complete time sheet for work completed.
16. Attend pertinent training sessions.
17. Other duties as may be required.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:
1. High school graduate or equivalent.
2. Current and valid PA Driver’s License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
1. The willingness to learn on the job when confronted by new circumstances, regulations or technologies is a core requirement of this position.
2. Knowledge of construction and roadway maintenance methods and safety requirements.
3. Knowledge and skilled in the proper and safe use and operation of highway maintenance vehicles, tools and equipment.
4. Ability to communicate and listen effectively and to read and understand basic manuals and written instructions.
5. Ability to operate a computer. The ability to conduct a web search and utilize basic office software is a requirement of the job.

PHYSICAL REQUIREMENTS:
3. Excellent hand/eye coordination and depth perception.
4. Ability to lift 75 lbs. and perform rigorous manual labor with ability to climb in and out of vehicles.
5. Ability to work in extreme weather conditions and endure lengthy periods of operating vehicles.
6. Ability to successfully pass pre-employment and post employment drug & alcohol testing.
7. Maintain physical condition to comply with State and Federal requirements to be licensed and safely operate Borough vehicles.