

**Deerfield Township
Job Description**

Position Title: **Road Crew Employee: Classification I**

Department: Public Works
Reports to: Road Supervisor
Classification: Hourly; Non Exempt
Pay: \$16.37/hour
Probation: 180 Days
Work Hours: 7:00AM to 3:30 PM, Some Evenings and Weekends

JOB RESPONSIBILITIES:

The road crew employee is responsible for providing a highly visible function for the township residents--the maintenance, construction, and upkeep of township roads. As such, the road crew employee (Classification I) needs to maintain a neat and clean appearance and wear issued uniforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a minimum of a Class B CDL Operator License
- Perform a variety of duties in the operation of the Public Works Department such as hauling, snowplowing, dumping, mowing, chipping and general road maintenance operations.
- Assist with repairing roads and infrastructure to include; digging holes, trenching, asphalt and concrete patching, guardrail repair, and other maintenance operations.
- Operate jackhammers, brush clippers, mowers and other small equipment and tools to maintain streets and other infrastructure.
- Operate a variety of construction and maintenance power equipment used in road maintenance and repairs such as a backhoe, bobcat, front loader, etc.
- Perform required labor involved in construction and maintenance projects including pavement cutting, ditch digging, catch basin cleaning, trenching, etc.
- Plow snow and salt roads according to departmental policy.
- Install/repair culverts and assist with the cleaning of culverts and other storm systems piping.
- Cut/chip trees and brush, and remove trees and weeds.
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or repairs to supervisor; clean equipment.
- Assist in the installing and maintenance of traffic control devices including signs, posts, pavement markings and guardrail.
- Perform all duties in conformance to appropriate safety and security standards.
- Other duties as assigned by Road Supervisor.

PERIPHERAL DUTIES:

- Control traffic at work sties by flagging to guide traffic through work areas, as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- *Education and Experience:* Graduation from high school or GED equivalent, one (1) year relevant experience, or any equivalent combination of education and experience that demonstrates the ability to do the job.
- *Necessary Knowledge, Skills and Abilities:*
 - Thorough knowledge of traffic laws and defensive driving and OSHA Rules.
 - Skill in operation of listed tools and equipment.
 - Ability to safely drive various vehicles.
 - Ability to establish and maintain effective relationships with employees, supervisors and the general public.
 - Ability to communicate effectively.
 - Ability to work independently.
 - Ability to perform heavy manual tasks under varying weather conditions.
 - Ability to make independent judgments which have moderate impacts on the organization.
- *Licensing and Certifications*
 - Valid Class B CDL License

SUPERVISION RECEIVED:

- Works under the general supervision of the Road Supervisor.

RESPONSIBILITY FOR PUBLIC CONTACT:

- Daily contact requiring courtesy, discretion and sound judgment.

TOOLS AND EQUIPMENT USED:

Transportation vehicles, dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, front-end loader, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane tar kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, and hand tools used in the maintenance of vehicles.

PHYSICAL MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.
- The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.
- The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.