

## **PUBLIC WORKS DEPARTMENT MAINTENANCE TECHNICIAN**

The Borough of Mount Joy is accepting applications for the position of Public Works Department Maintenance Technician. Employee will work 40 hours per week with potential for overtime. Duties include but are not limited to maintenance and repair of streets, buildings, trucks and equipment, stormwater management facilities, parks, along with operation of trucks, snowplows, salt spreaders and heavy equipment. Experience in any or all areas is helpful, but not required. On-call availability outside regular work hours is required. A valid driver's license is required. Successful candidate will have or will obtain within six months of hire, a Commercial Driver's License (CDL), minimum Class B with Air Brake Endorsement and Pa Department of Agriculture Pesticide Applicators License.

This is a full-time permanent position. Benefits include health insurance, retirement, paid vacation, holidays, pension, 457 Plan and more.

The position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Borough Office, 21 East Main Street, Mount Joy, (717)-653-2300 or on the Borough Website: [www.mountjoyborough.com](http://www.mountjoyborough.com). Completed applications, Letter of Interest and Resume can be emailed to the Public Works Department at [DNissley@mountjoypa.org](mailto:DNissley@mountjoypa.org). All previous applicants may reapply. EOE

Posted 7.14.2023

MOUNT JOY BOROUGH  
JOB DESCRIPTION

TITLE: Maintenance Technician

DEPARTMENT: Public Works Department

GENERAL SUMMARY: Under direction; operate equipment; maintain and repair streets; maintain and repair vehicles and equipment; maintain and repair traffic signs; maintain and repair storm sewer system; maintain buildings and grounds, and assist other departments within the Borough.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repair, construct, reconstruct and maintain Borough infrastructure and equipment including: streets, storm water system, signs, buildings and grounds and equipment:
  - a. use variety of hand tools as required for the task assigned e.g. shovel, rake, trowel, level and tamper.
  - b. excavate, backfill, and grade top soil
  - c. repair pot holes, cracks, bumps and sink holes (cut out, excavate, properly fill with patching materials, tamp, and seal)
  - d. repair streets with asphalt patching materials and crack sealer
  - e. clean, maintain and repair storm sewer systems- inlets, culverts, swales and pipes
  - f. trim weeds, brush and trees
  - g. remove fallen trees and low hanging limbs from road
  - h. perform winter maintenance operations including application of salt and antiskid materials and snow plow operation to clear roads
  - i. collect, load and haul leaves
  - j. repair and maintain Borough buildings and grounds
2. Operate equipment (e.g. dump truck, front end loader, backhoe) operate manual pneumatic and power maintenance tools (e.g. jackhammer, hydraulic tamper, chain saw);
  - a. load and haul debris, snow, materials
  - b. install storm sewer systems including: excavate trenches for pipe and inlets, install pipe, inlets and culverts; properly backfill and restore trenches
  - c. clean, maintain and repair storm sewer systems- inlets, culverts, swales and pipes
  - d. operate composting equipment at compost site
  - e. clear snow, ice and debris from sidewalks and bridges
  - f. repair wash outs from floods
  - g. trim weeds, brush and trees
  - h. remove fallen trees and low hanging limbs from road
  - i. perform winter maintenance operations including application of salt and antiskid materials and snow plow operation to clear roads
  - j. collect, load and haul leaves
3. Repair and maintain vehicles and equipment, e.g. replace hoses, wiring and belts, change oil, lubricate, check fluids, tires, battery, radiator, transmission, brakes) wash equipment.
4. Perform winter maintenance operations including application of salt and antiskid materials and snow plow operation to clear roads

5. Perform related tasks:
  - a. Paint curbs and traffic lines, etc.
  - b. Construct and fabricate structural features as required
  - c. Carpentry, electrical and plumbing, painting, masonry and concrete work.
  - d. Set up work zone traffic control signs and direct traffic through and/or around construction sites
  - e. Assist other departments with maintenance and repair tasks as needed
  - f. Erect, repair and replace signs
  - g. Erect, repair and replace guide rail
  - h. Organize and clean work areas
  - i. Perform cleaning and maintenance of Borough buildings and grounds as required
  - j. Maintain Borough compost site

#### JOB REQUIREMENTS:

\*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. Examples of acceptable qualifications for this position is a High School Diploma, GED or equivalent and related work experience and training in maintenance of municipal infrastructure or other areas related to the position.

Possession of and the ability to maintain the following is required:

- a valid PA Commercial Driver's License (CDL), minimum Class B with Air Brake Endorsement
- a Public Pesticide Applicator's license/certification for Parks and Public Rights of Way (through PA Department of Agriculture).
- Maintain current flagger certification

If these certifications are not held, employee must have the ability to obtain it within 6 months from date of hire.

#### Knowledge:

- Thorough knowledge of light, medium and heavy equipment operating procedures.
- Thorough knowledge of general maintenance and repair practices for equipment.
- Thorough knowledge of construction, maintenance and repair practices and procedures for streets, storm sewer systems, buildings and grounds and traffic signs.
- Thorough knowledge of pesticide application and safety practices.
- Thorough knowledge of safety practices and procedures for equipment and tools.
- Thorough knowledge of department policy, procedures and work rules.\*
- Basic knowledge of composting to operate compost site
- Basic knowledge of computer applications to retrieve and input data.
- Advanced knowledge of MS-4 guidelines for storm sewers.\*

#### Skills:

- Operation of light, medium and heavy equipment without supervision.
- Operation of manual, pneumatic and power tools.
- Basic operation of computer.

#### Abilities:

- Ability to cooperate with co-workers as member of a team.
- Ability to work independently but remain flexible in accordance with demands of schedule and work with team in order to achieve unit objectives.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to inspect equipment, diagnose nature of problem and take action or suggest course of action.
- Ability to demonstrate physical fitness, to include frequent weight lifting of up to 50 lbs. and occasional weight lifting of over 50 lbs., standing and walking for long periods of time, bending and reaching; pushing and pulling.
- Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and equipment.
- Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions.
- Ability to demonstrate a polite and courteous manner toward the general public.

### Working Conditions

Work is frequently performed around hazardous machinery, and occasionally around hazardous substances, and can involve some threat to personal safety if safety standards are not observed. Work occasionally is performed in inclement weather. Work requires being on-call as scheduled and involves responding to emergencies on a twenty-four hour basis, especially during winter weather events. Work may require extended periods of time on the job. Work may require working overtime hours to complete projects.

### DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO:	Crew Leader
FLSA STATUS;	Non-exempt
DATE:	June 2015