

Newberry Township	
POSITION: Equipment Operator/Public Works	
Non-Exempt Reports to: Public Works Director	Updated: November 2021

Nature and Scope

An Equipment Operator is responsible for the general maintenance work on Township roads, parks, and properties. This position will require the use of hand & power tools, along with the operation of truck, mowers, snowplow, and heavy equipment. Equipment Operators are required to be on-call. Overtime is mandatory during weather/snow events.

Essential Job Functions & Responsibilities

1. Load and unload materials, supplies, tools etc. into dump trucks and transport to work sites.
2. Apply construction materials to road surfaces at work sites.
3. Patch road surfaces by cleaning potholes, applying patching material, leveling, and packing.
4. Clean and seal road surface cracks.
5. Dig drainage ditches.
6. Maintain existing drainage systems by cleaning and clearing debris from culverts, catch basins, drop inlets, ditches, drainpipes, streams, and other drain structures.
7. Operate heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass & weeds, remove snow & ice, and spread salt & cinders.
8. Maintain roadsides by applying weed killer and remove litter and debris.
9. Perform preventative maintenance on vehicles and heavy equipment to include washing of vehicles, lubrication, oil changes, etc.
10. Assist in equipment repairs.
11. Maintain Township properties, including parks, by mowing grass, trimming bushes & trees, painting, and performing minor repairs.
12. Manipulate and load materials with precision, operate equipment with high degree of efficiency and skill.
13. Perform all other duties as assigned by the Public Works Director.
14. Operate equipment with minimal supervision and guidance. E.g. dump truck (30,000GVW), front end loader, back hoe, street sweeper, tractor with boom mower or blower, gradeall.

Qualifications

1. High school diploma
2. Valid PA CDL Class B Driver's License. Class A License is preferred and a clean driving record.
3. Knowledge of state laws pertaining to the operation of motor vehicles.
4. One-Three years' experience in the operation of trucks and construction heavy equipment or any equivalent combination of experience and training.
5. Ability to perform routine mechanical operations on equipment.
6. Must pass pre-employment drug screening.
7. Must pass PA State Police background check.

Physical & Mental Requirements

This position requires mobility and the ability to work in all weather conditions. Highway Laborers will be required to work long hours and under stressful situations. Incumbent must be able to drive and operate equipment.

Physical Requirements

Activity	Never	Rare 0-1% 0-5%	Occasional 6-33% 1-4 reps/hr	Frequently 34-66% 5-24 reps/hr	Continuously 67-100% >25 reps/hr	Comments
Lift 1-10 lbs.					X	
Lift 11-20 lbs					X	
Lift 21-25 lbs					X	
Lift 26-50 lbs				X		
Lift 51-100 lbs				X		
Lift 100-150 lbs			X			
Carry 1-10 lbs					X	
Carry 11-20 lbs					X	
Carry 21-25 lbs					X	
Carry 26-50 lbs				X		
Carry 51-100 lbs				X		
Carry 100-150 lbs			X			
Sit					X	
Stand					X	
Walk					X	
Stoop				X		
Squat				X		
Kneel				X		
Climb Stair/Ladder				X		
Crawl			X			
Pushing				X		
Pulling				X		
Bending				X		
Twisting/Pivoting				X		
Reaching (front)				X		
(overhead>20°)			X			
(back>20°)			X			
Left Hand/Arm: (L) x Right Hand/Arm: (R) x Both: (B) x						

	One Hand		Both Hands	
	YES	NO	YES	NO
Simple Grasping	x		x	

Fine Manipulation	X		X	
Forearm Rotation Movements	x		x	
Power Grip (pressure applied with fingers or hand)	x		x	
Pushing/Pulling	x		x	
Repetitive Hand Action	X		X	
Employee Required to Perform Activities Involving:				
	YES	NO		YES NO
Heights	X		Exposure to Dust, Fumes and Gases	X
Being Near Moving Machinery	X		Color Vision	x
Changes in Temperature or Humidity	X		Regular & Predictable Attendance	x
Driving Automotive Equipment	x		Can this job be performed by alternating sitting and standing?	X

Mental Requirement:

Activity	Never	Rare 0-5%	Occasional 6-33% 1-4 reps/hr	Frequently 34-66% 5-24 reps/hr	Continuously 67-100% >25 reps/hr	Comments
Relate to Others				X		
Verbal Communications				X		
Written Communications				X		
Reasoning / Analytical Thinking				X		
Math Skills					x	
Reading Comprehension					x	
Memory Recollection					x	
Independent Judgment				X		