

**BEDFORD TOWNSHIP SUPERVISORS**  
**PUBLIC WORKS ROAD DEPARTMENT JOB DESCRIPTION**

POSITION: Equipment Operator/Laborer

REPORTS TO: Roadmaster & Supervisors

GENERAL JOB RESPONSIBILITIES: Perform a variety of maintenance with some construction activities on or related to Township roads, equipment and property. Operate all types of equipment utilized in such activities as well as perform a variety of tasks that may require manual labor that includes moving 100 pounds from one location to another, while working co-operatively with fellow employees in a public environment.

WORK HOURS: An employee in this position works eight (8) hours per day, forty (40) hours per week, Mondays through Fridays, 7:00 am to 3:30 pm, with a total of a 1/2 hour lunch and two fifteen (15) minute breaks in accordance with the current Union Contract. Four (4) 10 hour days are a possibility during summer hours. Overtime, as needed and call outs for snow, ice control or other emergencies will be overtime and paid in accordance with the law.

SPECIFIC JOB RESPONSIBILITIES: Perform all general and specific job responsibilities for the position as assigned by the Roadmaster that may include but are not limited to the following:

Operate all Township heavy equipment including the backhoe, front-end loader, paver, grader (with any of their attachments) and a variety of other public works equipment such as saws, mowers, trimmers, etc. in a safe and productive manor. Operate Township trucks and related equipment; transport equipment and/or personnel to and from job sites as directed by the Roadmaster. Assist in loading and unloading materials, tools and equipment; during operations, perform maintenance and minor repairs to all such equipment as required and account for assigned materials, tools, equipment, and supplies as required to perform a general or specific job assignment.

JOB ASSIGNMENTS : May include, but are not limited to; general Township property and or road maintenance and repair; Road paving, patching, raking, tamping, leveling, shoveling, and crack sealing; Installation, cleaning, and repair of stormwater drainage tile, inlets, ditches, and pipes; Installation and repair of street signs and guiderails; Roadside and right of way leaf, tree, branches, and debris clearing and or collection/removal, also perform and or assist in mowing these areas; Assist in traffic control as needed, including but not limited to proper placement of work area signs, road closure signs, and safety cones; General cleaning and maintenance of vehicles, equipment, garage work areas, and restroom facility; Load salt and or cinders into plow trucks for snow removal as instructed to Township roadways.

REQUIRED KNOWLEDGE /SKILLS/ABILITIES: Sufficient physical strength and freedom from any disablement which would prevent performance of a variety of manual tasks for prolonged periods, often under adverse conditions, using shovels, picks, and similar manual equipment. Ability to use building and grounds maintenance equipment and proven skills in operation of the equipment (as indicated above) used by employees in the day to day operation of Bedford Township. Physical demands include but are not limited to the following: Employee must be able to see, hear, walk, stand, crouch, shovel, rake, climb stairs and ladders, climb in and out of ditches, equipment, etc., read and write at a high school level, while working outside daily, with possible exposure to dirt, dust, noise, grease, oil, various fuels, fumes, water, cold, heat, sun, snow or rain conditions.

MINIMUM REQUIREMENTS: High School diploma or equivalent, Valid PA State CDL Class B with air brake endorsement driver's license and must pass a pre-employment drug and alcohol test. Individual should reside in the Township of Bedford.