

# BLAIR TOWNSHIP SUPERVISORS

Edward M. Silvetti, Chairman  
Palmer Brown, Vice-Chairman  
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The Township of Blair is an equal opportunity provider and employer.

## **Position Description** **Blair Township Road Crew Member**

Under the supervision of the Blair Township Road Foreman, the incumbent performs a variety of field work (tasks) in support of Blair Township.

### Position Purpose:

This position is a “hand-on”, working position which includes working on multiple phases of construction, maintenance and repair operations and programs assigned to the Blair Township Highway Department.

### Supervision Received:

Works under the general direction of the Blair Township Road Foreman, performing all manual tasks of a responsible and varied nature associated with this department, including the operation and maintenance of a variety of light and heavy equipment.

### Supervision Given:

Unless specifically authorized, this position exerts no supervision of peers or subordinates.

### Essential Tasks:

1. Acts cooperatively as a member of small crews engaged in road maintenance and repair projects. Examples include, but are not limited to: constructing and repairing roads, manholes, catch basins, and drainage systems; installing road and traffic signs; cutting brush, mowing and planting grass; repairing damaged guard rails, and signs.
2. Participates/ensures that all equipment is ready for operation at all times, reports on damage and non-functioning of parts and equipment and, as directed, ensures that normal servicing of equipment is performed properly and advises the Township Road Foreman accordingly. Operates motor vehicles and equipment necessary for completion of projects.

3. Performs labor incidental to the work of operating equipment, mounts snowplows or other laboring tasks when required.
4. Exhibits regular attendance and punctuality at the workplace.
5. Performs snow and ice control operations to include spreading salt, plowing, monitoring inventory of anti-skid, sand and salt.
6. Successfully performs various and basic maintenance repairs on department equipment.
7. Inspects equipment to assess working condition and the need for preventative maintenance, coordinating same with Road Foreman.
8. Operates and uses a variety of hand and power tools.
9. Assists with annual road repair and resurfacing projects.
10. Performs and assists with pothole repair.
11. Engages in large item and leaf pick-up operations.
12. Able to participate in limited maintenance and repair duties at Municipal Office and Highway Garage.
13. Capable of assisting with moving furniture and other heavy, bulky objects as requested. Load and unload trucks.
14. Assist with building maintenance as assigned.

Physical and Mental Requirements:

1. Spends the majority of the day standing or walking.
2. Performs heavy physical labor for extended periods of time, often under adverse and uncomfortable conditions outdoors in various weather conditions.
3. Stoops, kneels, crouches, and/or crawls. Frequently lifts and/or moves objects weighing up to 70 pounds such as tools, equipment, supplies, etc.
4. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles.
5. Withstand intermittent exposure to loud noise and vibration.
6. Manually operates all department vehicles, tools and equipment as well as office equipment.
7. Ability to work under stress from demanding deadlines and/or changing priorities and conditions.
8. Communicates well verbally and in writing, including limited, working basic computer knowledge of Microsoft Office Suite or the willingness to undertake appropriate training.
9. Attendance at relevant training classes, including LTAP classes, as directed.

Qualification Requirements:

1. High School Diploma or equivalent.
2. Current Pennsylvania CDL, Class B Driver's License.
3. Experience in the operation of maintenance and construction equipment, plus some experience in heavy manual labor, or any combination of training and experience which provides a demonstrated potential to perform the duties of the job.
4. Good knowledge of standard highway construction, repair and maintenance practices.
5. Clean driving record for at least five years.
6. Considerable skill in safe operation of dump trucks, snow plows, and a variety of other highway maintenance vehicles.
7. Knowledge and experience/skill working with heavy equipment, and safe work practices.
8. Ability to understand and follow instructions, both written and verbal.
9. Ability to work without close supervision including the ability to problem solve and make routine decisions concerning road and equipment maintenance.
10. Ability to establish and maintain effective working relationships with fellow employees, Road Foreman and Township Supervisors.
11. Position is subject to random drug screening; results must be clean.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Township Concurrence \_\_\_\_\_ Date \_\_\_\_\_

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).