

## JOB DESCRIPTION

JOB TITLE: TRUCK DRIVER/HEAVY EQUIPMENT OPERATOR

### GENERAL DEFINITION

An employee in the position of Truck Driver/Heavy Equipment Operator performs a variety of skilled and semi-skilled road and street related duties requiring strenuous physical effort and occasional exposure to inclement working conditions.

REPORTS TO: Board of Supervisors of East Penn Township

### ESSENTIAL DUTIES

1. Operate highway department vehicles and heavy equipment in a safe and productive manner:
  - a) Initially, must be able to proficiently operate three (3) pieces of heavy equipment
    - Heavy Equipment includes: Front End Loader, Roller, Grader, Paving Machine, Sweeper, Back Hoe and Skid-steer.
  - b) After given proper training must be able to operate all heavy equipment
2. General Township property and road maintenance and repair including, but not limited to:
  - a) Road paving, patching and crack sealing
  - b) Installation of storm water systems
  - c) Cleaning and repairing of stormwater inlets and pipes
  - d) Installation and repair of street signs and guiderails
  - e) Roadside leaf and debris collection
  - f) Remove trees and/or branches from roadways
  - g) Assist in traffic control as needed and proper placement of work area signs, road closure signs and safety cones
    - h) General cleaning and washing of vehicles and equipment
    - i) General clean-up of garage and work area
    - j) Light carpentry work
    - k) Move heavy boxes or equipment and large bulky objects
    - l) General equipment maintenance
3. Snow and Ice Control:
  - a) Plow roads
  - b) Apply salt/cinders as instructed
  - c) Load cinder trucks
  - d) Put plows and chains on trucks
4. Perform and/or assist in mowing program.
  - a) Mow assigned areas such as along highways, open spaces, detention

- ponds, rights-of-way, etc.
- b) Maintain mowing records

5. Perform other tasks as assigned.

## ADDITIONAL DUTIES

### WORK HOURS

An employee in this position works five (8) hours per day, forty (40) hours per week. Seasonally, four (10) hours per day, forty (40) hours per week. Overtime, as needed, is a requirement of this job and will be paid after forty (40) hours are worked each week. Call outs for snow and ice control and other emergencies will be done by seniority.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of and experience in using a variety of hand and power tools including, but not limited to mowers, saws, trimmers, etc.

Ability to understand and follow oral and written instructions.

Ability to work independently without constant supervision.

Ability to perform a variety of manual tasks.

Ability to perform heavy manual labor for prolonged periods, often under adverse climatic conditions.

Ability to learn the operations of special Highway Department equipment such as tar machine, leaf picker, spreader, steam cleaning, air compressor, jack hammer, power washer, etc.

Ability to work in excess of eight (8) hours per day.

Ability to respond to being called out at any hour of any day or night.

Ability to operate vehicles and equipment in a safe manner.

Ability to walk, lift and bend while carrying heavy objects.

Ability to learn and perform new tasks, and show initiative to perform these tasks without direct supervision.

Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or G.E.D.

OTHER: Must hold a valid Class A or B (Class A preferred) PA Commercial Driver's License (CDL), or the ability to obtain one within a three (3) month period; Must Pass Township physical and drug and alcohol testing.

5/5/26