

**May 28, 2024**

Antis Township has an immediate opening for a Full-Time Highway Maintenance Worker (job description below). This is a 40-hour per week position with excellent health and retirement benefits. Preferred applicants will possess truck driving, equipment operation, welding, construction, landscaping, maintenance and/or other applicable trade skills and experience. Class B CDL is highly desired.

Applicants can apply in person at the Antis Township Office or by emailing a completed application and cover letter to: *dbrown@antistownship.org*.

**Antis Township Municipal Office**  
909 North 2nd Street Bellwood, PA 16686.  
[www.antistownship.org](http://www.antistownship.org)  
(814) 742-7361

**ANTIS TOWNSHIP  
JOB DESCRIPTION  
TITLE: HIGHWAY MAINTENANCE WORKER**

General:

The Highway Maintenance Worker is required to do road repair and maintenance, snow removal, maintenance of Township equipment and the Township buildings as well as other tasks assigned by the Road Foreman. The position requires working in inclement weather and is subject to on call availability.

Reporting:

The Highway Maintenance Worker employee takes all direction from the Township Road Foreman. In the absence of the Road Foreman, the employee will answer to the Township Manager.

Supervision:

The Highway Maintenance Worker has no supervisory responsibilities. If a separation of the work force is necessary, the Lead Worker will coordinate the work that has been assigned by the Road Foreman.

Work Hours:

This position is considered NON-EXEMPT under the Federal Fair Labor Standards Act. General work hours for the Highway Maintenance Worker are established by the Collective Bargaining Agreement. During winter months this schedule will often vary. The Highway Maintenance Worker can expect to be called out at any hour of any day or night for snow and ice removal or emergency road clean up.

*Duties and Responsibilities:*

The Highway Maintenance Worker's primary duties and responsibilities include, but not limited to:

- Maintenance activities on all Township roads including, but not limited to:
  1. Road paving, patching and crack sealing
  2. Installation of storm water systems
  3. Cleaning and repairing storm water inlets and pipes
  4. Installation of street signs and guide rails
  5. Roadside leaf and debris collection
  6. Removal of trees and/or branches from roadways
  7. Assist in traffic control
  8. Mowing assigned areas on Township roads and right-of-ways
- Maintenance and minor repair of equipment owned or leased. Including but not limited to: oil change, all filter changes, hydraulics and general repair that can be done in the Township workshop. Also general cleaning of equipment.
- Completion of a pre and post trip checklist for all vehicles (to be done by the operator each time a vehicle is operated).
- Notify the Road Foreman of all roads and bridges that require repairs.
- Notify the Road Foreman of unsafe conditions and other matters requiring attention.
- Attend meetings and seminars as directed by the Road Foreman with the consent of the Township Manager.
- Treat the public with courtesy and respect.
- Refer residents to the Road Foreman when the situation warrants such action.
- Ensure the proper security of buildings, equipment and tools.
- Maintenance of all Township properties, this includes municipal building, equipment garage, salt and stone sheds, and compost yard.
- Operate Township equipment in accordance with Township policy and State law.
- Complete all other tasks as assigned by the Road Foreman.

*Knowledge and Abilities Required:*

- Knowledge of the proper operation procedures and safety practices associated with the repair and maintenance of roads and the operation of the heavy equipment that the employee is responsible for operating.
- Ability to operate all Township equipment (owned or leased) including but not limited to: Dump Trucks, Loader, Backhoe, Grader, Roller, and Sweeper.
- Knowledge and experience in operating Township special equipment including, but not limited to: mowers, saws, trimmers, air compressor, power washer, welder, etc.
- Ability to recognize defective operation of trucks and other equipment to assure that proper maintenance is performed.
- Ability to understand and follow oral and written instructions.
- Ability to work independently and as part of a group to get the job done.

- Ability to perform heavy manual labor, sufficient physical strength to lift and work for prolonged periods (over 8 hrs), often under adverse climatic conditions.

*Other Requirements:*

- Must hold a valid Pennsylvania Commercial Drivers License (CDL) with air brakes endorsement.
- Must provide a reliable means of being contacted 24 hours a day seven days a week for call out responsibilities related to snow removal and emergency road clean-up.
- Must participate in the Township random drug and alcohol testing program and maintain constant compliance with Township policy on same.