

BOROUGH OF MALVERN

POSITION DESCRIPTION

TITLE: Public Works Member

EMPLOYEE: TBD

DEPARTMENT: Public Works Department

REPORTS TO: Supt. of Public Works

MAJOR FUNCTION:

Performs general maintenance duties for the Public Works Department.

HIGHWAY DEPARTMENT:

- Road and storm drain repairs and cleaning
- Road sign installation and repairs (street signs, speed limit signs, directional signs)
- Street line painting
- Hot tape installation for crosswalks
- Back hoe/front end loader operator
- Truck Driver
- Snow plowing, drives salt and cinder truck
- Operates street sweeper as needed
- Cleans equipment
- Operates bucket truck for tree trimming and street light bulb replacement
- Operates black top roller as needed
- Carpentry work.
- Perform maintenance at Borough-owned facilities (Public Works & Borough Hall to include Library)

SEWER DEPARTMENT:

- Checks operations of all sewer stations as needed
- Cleans sewer lines and wet wells with high pressure truck
- Assists with repair of all sewer pumps
- Cuts grass around sewer stations weekly
- Plows and cleans snow around sewer stations as needed
- On call for high level alarms

PARKS DEPARTMENT:

- Works in park as needed
- Maintains trails and woods at Paoli Battlefield
- Maintain the tot lot on Old Lincoln Highway
- Empties and cleans trash receptacles
- Landscape work.
- Maintain islands with plantings at both E. & W. King Street

- Set up, break down, clean streets, and remove trash at the MB&PA Spring Blooms and Fall Festival Events
- Set up and break down the back drop for Santa at the MB&PA Victorian Christmas event
- String lights on trees on King Street for the Christmas holiday season.
- Deliver and pick-up chairs, tables, coolers, etc., for the Paoli Battlefield events at the Paoli Battlefield
- Deliver and set up equipment and supplies (tables, coolers, etc.) for the Park & Recreation events in Burke Park

WORK FLOW:

- Supt. of Public Works assigns all work.

EQUIPMENT OPERATIONS:

- Operates all equipment.

AUTHORITY:

- Makes decisions on job problems as they occur

REPORT PREPARATION:

- Makes reports on sewer stations while checking stations

SKILLS TRAINING - MANDATORY:

- PA CDL driver's license – Minimum requirement Class B
- Proper use of hand tools
- Operates mowing machine
- Proper use of power equipment (chain saws, pipe cutting saw, etc.)
- Proper operation of street sweeper, high pressure sewer truck, bucket truck, back-hoe, roller, etc.

SUPPLEMENTARY INFORMATION:

- On call list for high level alarms at sewer stations and fire alarm at Borough Hall
- Any and all other work assigned by the Supt. of Public Works