



## Chippewa Township Road Crew Member

### Job Description

#### Job Summary

This position is to serve as a working crew person of the Township of Chippewa Road Department, carrying out a variety of highway and town maintenance related tasks. This position requires experience in highway maintenance and repair, mechanical ability, record keeping and communication skills. This position is full-time, 40 hours per week, and requires a flexible schedule which may include nights, weekends and holidays, as well as overtime.

#### Level of Responsibility

The Road Crew Member works under the direct supervision of the Road Foreman.

#### Major Duties

The Road Crew Member's duties shall include, but not be limited to, the following:

- Operating various types of vehicles in a wide variety of street maintenance tasks including spreading salt, plowing snow and grass cutting.
- Performing light to heavy manual labor and able to lift up to at least 50 lbs.
- Performing maintenance on equipment and checking equipment making sure all safety mechanisms are in proper operating condition.
- Gathering materials and equipment required to complete jobs.
- Operating equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work.
- Participate in administrative requirements of Road Crew, including daily timesheets, daily work and vehicle logs, etc...
- Complying with all Township personnel policies, and State and Federal regulations.
- Following directions regarding proper safety procedures.
- Complying with crew drug testing requirements.
- Performing such other work as deemed necessary by Road Foreman.

#### Qualifications

The Road Crew Member will have the following qualifications:

- Possess a high school diploma or GED.
- Commercial Driver's License, with proper endorsement preferred.
- Prior public works or related construction work experience.
- Experience driving trucks, plowing snow and operating heavy equipment.
- Experience in operating Zero-Turn mowing machines.
- Ability to perform routine service and maintenance of Township Highway equipment.
- Able to communicate with public and work well as a team player.
- Must obtain a CDL license within 90 days of employment.

### Term of Employment

The Road Crew Member will be hired by the Township Manager after successful completion of a medical examination for CDL license and drug test, interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Township Supervisors.

### Compensation and Benefits

This is a full-time hourly position. Salary is non-negotiable and will start at a rate of \$31.10/hour, with a 6-month tier to full salary. All full-time employees are offered annual cost of living increases, a full benefit package including vacation and sick leave, individual or family medical, dental, and vision insurance, a 457B retirement plan, and a township pension.

### Application Information

To apply for this position, please complete a Chippewa Township Employment Application and submit with a resume. You can email all materials to [hr@chippewa-twp.org](mailto:hr@chippewa-twp.org) or drop off/mail application materials to: Chippewa Township Human Resources, 2811 Darlington Road, Beaver Falls, PA 15010.

Review of applications will begin on a rolling basis, with interviews beginning the week of May 18<sup>th</sup>. Please keep an eye on our website for any hiring updates for this position.



**CHIPPEWA TOWNSHIP  
APPLICATION FOR EMPLOYMENT**

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Employment Desired**

Position: \_\_\_\_\_  
Anticipated Start Date: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_  
Referred By: \_\_\_\_\_

Education	Name of School	Graduation Date/Expected Graduation Date
High School:	_____	_____
College:	_____	_____
Trade, Business, or Correspondence School	_____	_____

**General**

Subjects of Special Student or Research Work: \_\_\_\_\_  
Special Skills: \_\_\_\_\_  
U.S. Military Service: \_\_\_\_\_

**Former Employers (Detail your last 3 employers starting with most recent)**

<i>Starting Date/Ending Date</i>	<i>Name &amp; Address of Employer</i>	<i>Position</i>	<i>Salary</i>	<i>Reason for Leaving</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**References (List 3 people who are not related to you whom you have known at least 1 year)**

<i>Name</i>	<i>Address</i>	<i>Business</i>	<i>Years Acquainted</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*The following statement applies in: Maryland & Massachusetts: it is unlawful in the state of PA to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.*

\_\_\_\_\_  
*Signature of Applicant*

In case of emergency:

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Name	Address	Phone
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I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice at any time by the company. I understand that no township representative, other than its Manager and then only when in writing and signed by the Manager, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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*\*Please mail or drop off application to:  
Attn: Human Resources  
2811 Darlington Road  
Beaver Falls, PA 15010*

*\*You may also email applications to: [hr@chippewa-twp.org](mailto:hr@chippewa-twp.org)*