



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
 Chatham, New Jersey 07928  
 www.chathamtownship.org

## JOB SPECIFICATION

<b>Title</b>	Serviceman
<b>Department</b>	Public Works
<b>Type</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Applicable
<b>Reports to</b>	Director of Public Works
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	6 Months

### Summary/Definition

Under direction, performs various types of manual labor, drives trucks, and uses assorted power tools and equipment in connection with laboring work; does other related duties as required.

### Duties/Responsibilities

- Loads, lifts, and moves supplies, furniture, and equipment.
- Digs trenches and does manual grading.
- Loads and unloads trucks.
- Collects rubbish, leaves, grass, and other refuse.
- Cuts grass, mows lawns, trims hedges and shrubbery, waters lawns and flowers, and performs all other chores related to landscaping.
- Paints and applies street markings such as crosswalks, stop lines, yellow curbing, etc.
- Installs street and traffic signs.
- Shovels gravel and sand, mixes concrete, and performs masonry repairs.
- Performs road repairs, potholes, pavement cut outs, etc. which require the use of jackhammers, vibratory tampers, and rollers, etc.
- Cleans up underbrush, foliage, vines, and weeds.
- Removes, prunes and plants trees, removes stumps and dead wood from trees.
- Sweeps streets, intersections and bus shelters, and all other public properties as needed.
- Clean and maintain sewer lines, both storm and sanitary.
- Performs all duties associated with snow removal, such as snow removal from streets, sidewalks, municipal buildings and other public properties needed either by plowing, shoveling, or snow blowing.
- Spreads salt, and deicing and tractions agents such as salt, calcium, cinders, grit, etc. either mechanically or manually.
- Occasionally or incidentally drives loaders, backhoes, sewer cleaning trucks, road sweepers, and bucket trucks.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Perform other related tasks as required.

## **Requirements**

### **Education/Training**

- Graduation from high school, vocational high school, or possession of an approved High School Equivalency Certificate.

### **Licenses**

- Appointees must possess a driver's license valid in New Jersey.
- Appointees are also required to possess a valid Commercial Driver's License (CDL) Class B with tanker endorsement.

### **Certifications**

### **Experience**

- One (1) year of experience in construction, maintenance, and/or repair of streets, sewer, water, sanitation, or other public works facilities or similar heavy construction or maintenance work.

### **Knowledge/Skills/Abilities**

- Knowledge of the methods, materials and supplies used to perform varied types of manual tasks.
- Ability to perform manual tasks either alone or as a member of a group.
- Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.
- Ability to follow prescribed instructions.
- Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks.
- Ability to follow safety precautions in the operation of assigned tools and equipment.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the municipality.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.

### **Physical Requirements**

- Appointees are required to meet certain physical demand requirements. The physical demands for this position are “Very Heavy Work” (lifting in excess of 100 pounds occasionally, over 50 pounds frequently, over 20 pounds constantly) to “Heavy Work” (50 to 100 pounds occasionally, 25 to 50 pounds frequently and 10 to 20 pounds constantly) with the greater percentage of work within the “Heavy Work” category as defined by the Department of Labor’s Dictionary of Occupational Titles.
- Appointees are required to operate light machinery such as motorized riding and/or hand lawnmowers, motorized edging equipment, chain saws, trimmers, hydraulic mechanisms on trucks, high suction leafers, motorized snow blowers/shovels, light construction or maintenance equipment/tools, drive “Class B” vehicles with snow plow.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*