



Job Description

Position: Seasonal Snow Plow Assistant (Winter)

Department: Facilities and Road Maintenance

Reports to: Road Maintenance Manager

Last Updated: September 2023

Position Summary:

Under the general supervision of the Road Maintenance Manager, the Seasonal Snow Plow Assistant is responsible for de-icing and clearing snow from Hanover Township unincorporated roadways, facility parking lots and walkways. This position is an on-call, as needed basis.

Responsibilities:

- Performs duties related to snow and ice removal, which include basic operation of Township owned $\frac{3}{4}$ ton pickups and dump trucks with attached plows and salt spreading devices, as well as clearing roadways and facility parking lots of snow and ice in a safe, responsible and efficient manner.
- Safely and appropriately distribute de-icing solutions.
- Proficiently and safely use manual snow removal equipment.

Other Job Functions:

- Perform all other duties as assigned by the Facilities and Road Maintenance Director, Road Maintenance Manager, and Operations Manager.

Supervisory Responsibilities:

- None.

Required Knowledge, Skills, and Abilities:

- Skills related to the operation of commercial vehicles, plowing snow and operating heavy equipment in a safe and responsible manner.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgment skills.
- Knowledge of vehicle/equipment rules of the road.
- Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback.
- Ability to read and interpret all types of documents including safety rules and regulations, to include procedure manuals.

Education, Experience, and Computer Skills:

- High school diploma or GED required.
- Three years of related experience in roadway maintenance and snowplowing with a public sector organization.
- Equivalent combination of education and experience.

Special Requirements:

- A valid Illinois Class B CDL.
- Available on-call for emergencies and during winter months for snow removal on evenings and weekends as needed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, bend, squat, kneel, grasp, twist or turn for long periods of time frequently.
- Requires frequent standing, traversing and moving about on both even and uneven terrain.
- Regularly works in outdoor weather in all weather conditions.
- May be driving for up to a 12-hour shift.
- The position requires heavy lifting, pulling, pushing and carrying of up to 50 pounds.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed outdoors in all weather conditions and in close proximity of vehicular traffic.
- This position requires occasional contact with extreme cold, wet, and/or snow conditions.
- Contact with moderate to loud noise levels common in an outdoor working environment. Low noise levels may be experienced during certain activities.