

DEPARTMENT: PUBLIC WORKS

JOB TITLE: LABORER - ROAD

IMMEDIATE SUPERVISOR: PUBLIC WORKS OPERATIONS MANAGER

REVISION DATE: April 6, 2016

POSITION SUMMARY

This is semi-skilled manual work performing general labor functions, frequently of a repetitive nature. The duties require physical exertion and the ability to perform heavy physical labor efficiently. Work involves manipulative ability in the use of manual tools on routine tasks and in the use of small power-operated tools. The duties range over a wide variety of municipal activities, including, but not limited to, light and heavy physical labor, indoor and outdoor work, and work alone or in groups depending on the location and nature of the assignment.

Work is performed during regularly scheduled hours, but often involves additional hours as needed. Evening, Weekends and Holidays may be required. This position reports to the Public Works Operations Manager and begins workday at the Stevenson Mill Garage, unless otherwise instructed. Work is performed at various locations throughout the Township.

The position is non-exempt under the Federal Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Must be available to work non-traditional hours to include various shifts on evenings and weekends as scheduled.
2. Performs heavy manual labor, sufficient physical strength to lift up to 100lbs of sacked material and work for prolonged periods (over 8 hrs), often under adverse climatic conditions.
3. Must be able to work in an environment that may contain dirt, dust, noise, unpleasant fumes/odors, vibration, poor lighting, confined spaces, allergens, extreme heat, extreme cold, chemical fumes and exposure, wetness and/or humidity.
4. Perform snow and ice control/removal when required using equipment to maintain streets, sidewalks, and parking lots.

5. Operate hand tools such as chainsaw, road saw, jackhammer, weedwacker, etc and is responsible for their proper functioning.
6. Maintain and repair park play equipment and assist with the installation of new play equipment.
7. Assist in the installation and repair of underground pipes.
8. Assist in placement of wet concrete involving repair or construction work.
9. Assist in placement of asphalt involving patching or paving operations on Township streets and parking areas.
10. Insure the proper maintenance of equipment and tools through inspections and repairs
11. Perform indoor building and construction tasks such as dry wall, painting, taping.
12. Collect and dispose of garbage in parks and Township buildings and properties.
13. Assist with tear down and set-up of special events.
14. Perform street repair and maintenance including, but not limited to, repairing manholes and sidewalks, fixing/installing signs, trimming trees, ditch mowing, line striping, and maintenance of culverts, catch basins and stormwater retention systems.
15. Performs masonry and carpentry work.
16. Uses mowers, cutters, edgers and other necessary equipment. Perform landscaping, grass mowing and related grounds maintenance and is responsible for their proper functioning.
17. Must be able to abide by the Township's Drug and Alcohol Testing Program and all other Personnel Regulations.
18. Maintains accurate time and work records.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

1. Working knowledge of the carpentry, painting, plumbing, mechanical and electrical trades.

2. Working knowledge of gardening and lawn maintenance practices and procedures.
3. Knowledge of effective sprays, powders, chemicals, etc., to combat lawn diseases and pests.
4. Ability to use and care for the tools and equipment of the trade.
5. Ability to drive, propel or operate various mowers, spreaders, chippers and related lawn maintenance equipment.
6. Ability to operate a licensed vehicle on Pennsylvania state highways.
7. Knowledge of the proper operation 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.
8. Ability and expertise to operate all Township equipment (owned or leased) including but not limited to: dump trucks, loader, backhoe, grader, roller, sweeper, and Class 8 trucks and combinations.
9. Knowledge and experience in operating Township special equipment including, but not limited to: mowers, saws, trimmers, air compressor, power washer, welder, etc.
10. Ability to recognize defective operation of trucks and other equipment to assure that proper maintenance is performed.
11. Ability to understand and follow oral and written instructions.
12. Ability to work independently and as part of a group to get the job done.
13. Must be capable of using common sense problem solving to deal with situations.
14. Must maintain a neat, clean appearance.
15. Must establish and maintain an effective working relationship with the public and other employees.

QUALIFICATIONS

Education

1. Graduation from high school or GED equivalent.

Experience/Training

1. Three years of experience operating snowplows.
2. Two years of related work experience in a construction or related field demonstrating the knowledge, skills and ability to perform the position.
3. Equivalent combination of training and experience that produces the competencies desired for the position will be considered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and outdoors. Routine outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, as well as a wide variety of mechanized equipment and tools.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

LICENSE AND CERTIFICATES:

1. Must undergo the following background checks and maintain the following clearances throughout tenure of employment:
 - Pennsylvania State Police Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
 - Federal Bureau of Investigation Criminal Check

SELECTION GUIDELINES:

1. Formal application, rating of education and experience; oral interviews and reference check.
2. Written job-related test.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____