

PERMANENT PART-TIME LABORER

GENERAL DEFINITION

This is unskilled manual labor work. Duties primarily involve collection of trash and recycling and the processing of recyclables. It may also involve maintaining borough roads and the park system.

Assignments are stable in nature and are carried out in accordance with specific work instructions and existing practices, procedures and precedents. Duties involve physical effort and exposure to some danger and the elements. Must be available for overtime work.

SUPERVISION RECEIVED

Work is closely supervised by an administrative and technical superior.

SUPERVISION EXERCISED

No direct supervision exercised.

KEY JOB RESPONSIBILITIES (Illustrative Only)

Picks up trash, loads it onto a truck and pulls handle to compact it.

Accepts, picks up and sorts recyclable materials; maintains the recycling center.

Stacks paper and cardboard.

Breaks ground; fills potholes; pours, shovels, rakes and rolls black top.

Chops weeds, mows grass, sweeps and salts streets, shovels snow, trims trees, works on leaf collection, and crushes cans.

Cleans and unclogs inlets.

Repairs and erects snow fences.

Rides with plow driver to properly direct it.

Performs minor automotive equipment maintenance.

Directs traffic at work sites.

Answers questions from citizens relating to public works.

Learns to perform higher level public work duties.

Performs related work as required.

Uses employee possessed skills to better Department functions.

Overtime maybe required.

KEY RESPONSIBILITIES IF POSITION INVOLVES LIMITED TRUCK DRIVING

Operates all public works pick up trucks, dump, trash, and recycling trucks with or without attachments.

Connects and disconnects truck attachments.
Drives trucks between garage and work sites.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to care for, properly use, and maintain automotive and labor tools and equipment.

Ability to expeditiously learn road maintenance principles and practices and to use applicable equipment.

Ability to understand and follow limited oral and written instructions.

Ability to read and write at the eighth grade level.

Ability to learn to perform higher level public works maintenance duties.

Ability to perform manual labor safely for extended periods under all types of weather conditions.

Ability to physically and mentally perform all essential job functions.

Ability to establish and maintain effective working relations with associates, other borough employees and the general public.

Knowledge of local geography.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES IF POSITION INVOLVES LIMITED TRUCK DRIVING

Knowledge of automotive truck driving principles and practices.

Knowledge of driving and labor hazards and related safety precautions.

Knowledge of state traffic laws.

PHYSICAL REQUIREMENTS

Ability to sit for up to 4-8 hours, stand for up to 2-8 hours, walk for up to 2-8 hours and drive for up to 2-8 hours per work day.

Ability to bend, stoop, climb, crouch, lift, push/pull and reach above the shoulder up to 100% of the workday.

Ability to lift and carry files, tools and equipment up to 50 pounds up to 100% of the workday.

Ability to use both the right and left hand for repetitive actions and firm grasping of tools, equipment and objects.

Ability to drive automobile.

Ability to climb ladders in performance of inspection functions.

Ability to be exposed to dust, fumes, gases and noise when performing functions.

Ability to work long hours in adverse conditions (ex. winter storms, flooding, natural emergencies).

May be required to work in excess of 8 hours a day.

JOB LOCATION (Places where work is performed)

Borough buildings and areas inside and outside the Borough.

EQUIPMENT (Examples of machines, devices, tools, etc., used in job performance):

Automobiles, pickup trucks, all CDL vehicles up to and including Class A vehicles, snow removal equipment, plows, snow blowers, loader, backhoe and related construction equipment, equipment used in paving, lawn maintenance equipment, leaf collection equipment, general mechanical tools, general carpentry tools, general power tools, and all other tools as the job requires.

EDUCATION AND EXPERIENCE

None.

LICENSE

Possession of a valid Pennsylvania Commercial Driver's License class A or Class B with general knowledge of air brakes and hazardous materials endorsements preferred.

Approved: _____ Date: _____