

SCOTT TOWNSHIP
JOB DESCRIPTION

PUBLIC WORKS LABORER

DEPARTMENT: PUBLIC WORKS

DIRECT SUPERVISOR: PUBLIC WORKS FOREMAN

PUBLIC WORKS LABORER

Department: Public Works

GENERAL DEFINITION

Performs semi-skilled, skilled, and administrative work in maintaining the roads, infrastructure, buildings, parks, perform general maintenance tasks to improve township grounds and facilities, operate light, medium, or heavy equipment depending on the needs of the department.

TYPICAL DUTIES AND FUNCTIONS

The employee in this position must be capable of performing the following essential functions of this job:

- Repair or perform general maintenance tasks on township roads; apply asphalt cold patching materials, and concrete; clean, repair and replace storm drainage pipes or catch basins as directed; clean, repair and replace sanitary drainage pipes or manholes as directed; erect or repair guard or guide rail and various street and roadway signs; remove weeds and or mow grass; tree pruning and leaf removal; crosswalk, vascar, and other forms of line painting; general road and sidewalk maintenance and snow removal maintenance, cleaning, plowing and salting. Keep designated records accordingly and as directed.
- May operate light or medium weight trucks to pull or haul materials (e.g. stone, sand, gravel, dirt, wood, trash, pipes, timber, tools etc.)
- May operate heavy weight equipment with certain training or CDL certifications (e.g. loaders, backhoe, rollers, etc.)
- Use of light equipment or hand tools (e.g. rakes, shovels, picks, hammers, saws, chain saws, jackhammer, hydraulic tampers)
- Perform routine vehicle and equipment maintenance (e.g. change or check oil, fluids, tires, batteries etc.) including washing and greasing the same.
- Perform basic carpentry, electrical, plumbing, painting and masonry tasks to improve township facilities. May install or repair plumbing or drainage systems, pumps, playground equipment or shelters. May use portable hand and power tools such as drills, saws, sanders, hammers, wrenches, chisels, squares, paint sprayer, welder etc.
- Perform storm/sanitary sewer maintenance including rodding, flushing, cleaning and ability to access manholes for maintenance
- Perform routine grounds and maintenance tasks at municipal buildings, parks and recreational areas. Cut brushes, mow grass, and weed. Plant trees, shrubbery, and plants. Mulch, topsoil and seed. Remove refuse and trash. Keep designated records accordingly and as directed.

- Perform general maintenance and cleaning tasks in garage. Store tools in proper location.
- Survey conditions of infrastructure, roads, signs, public areas and recreational facilities and report or inform foreman of poor or unsafe conditions or problems. Keep designated records accordingly and as directed of the same.
- Respond to public inquiries in a courteous manner and refer inquiries to Foreman as appropriate.
- Prepare damage or incident reports in accordance with established procedures.
- Make sure all work is performed in accordance with federal, state, and local regulations and within appropriate safety standards.
- Must possess a valid driver's license
- Perform other duties as assigned by the Public Works Director or their designee.

SUPERVISION RECEIVED

Under the direction of the Public Works Director or their designee.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES

- Comprehensive and general knowledge of light, medium, and heavy equipment operating procedures
- Comprehensive and general knowledge of road maintenance and repair practices and procedures.
- Thorough knowledge of department policy and procedures and work rules
- Thorough knowledge of safety practices and procedures for equipment and tools
- Operation of light, medium, or heavy equipment under moderate supervision.
- Operations of manual, pneumatic and power tools.
- Ability to diagnose problems with equipment, interpret detailed technical manuals and determine proper course of action.
- Ability to interpret rough drafts, sketches, prints, drawings and mapping
- Ability to carry out oral and written instructions.
- Ability to take initiative and apply considerable ingenuity and practical knowledge of the skill field to interpret and resolve new, unusual, or particularly troublesome situations.
- Ability to adhere to safety standards and recognize safety warnings and hazards.
- Ability to perform various tasks or operate equipment for extended periods of time and in possible adverse weather conditions.
- Ability and strength to perform manual labor, stand, walk, crouch, climb for extended periods under uncomfortable conditions and in all types of weather as necessary.
- Ability to cooperate with co-workers on group tasks.
- Ability to demonstrate polite and courteous manner towards co-workers and the general public.
- Ability to maintain a neat appearance.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED

- ❖ High school education or equivalent.
- ❖ Must possess a current State of Pennsylvania vehicle operator's and CDL license
- ❖ Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed above. Must be able to respond to emergencies on a twenty-four hour basis, especially during periods of snow events.

SPECIAL REQUIREMENTS

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description in no way implies that these are the only duties to be performed. Employees will be required to perform any other job-related duties as requested by their supervisor.

The job description does not constitute an employee agreement between the Township of Scott and the employee and is subject to change by the Township of Scott as the needs of the Township and requirements of the job change.

APPROVED BY TOWNSHIP MANAGER: _____

APPROVED BY BOARD OF COMMISSIONERS: _____