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## JOB DESCRIPTION

**TITLE:** Public Works Laborer  
**DEPARTMENT:** Public Works

**THIS POSITION REPORTS TO AND IS SUPERVISED BY:**

**TITLE:** Public Works Director  
**AUTHORITY TO:** Administer, Authorize, Direct, Evaluate  
**AUTHORITY METHOD:** Verbal, written  
**FREQUENCY:** Occasionally too continuously

**THIS POSITION HAS AUTHORITY OVER AND SUPERVISES:** None

**JOB IS:** Full-time  
**HOURS:** 40 hours per week  
**WORK BREAKS:** 30-minute lunch and two 15-minute breaks  
**WORK SCHEDULE:** 7:00 a.m. - 3:00 p.m.; Monday - Friday  
**SPECIAL SCHEDULE:** Available, as necessary, on a 24-hour basis, unless prior arrangements have been made with supervisor

**PURPOSE OF THIS POSITION:**

The Laborer position is to provide competent, skilled personnel for assisting the Director of Public Works in maintaining the integrity and safety of the Borough right-of-way infrastructure, parks, vehicles and facilities.

**Charge:** The Laborer position is charged with providing skilled labor capable of operating necessary equipment, vehicles and hand tools under all field and weather conditions, to effectively maintain, rehabilitate and/or construct right-of-way infrastructure, park infrastructure, vehicles and facilities infrastructure in accordance with Chalfont Borough and PennDOT practices and procedures for such work. The Laborer position is charged with interacting and functioning as a team member of the Public Works Department in support of all Borough programs and initiatives to better the Borough/community's quality of life.

**MINIMUM REQUIREMENTS TO HOLD THIS POSITION**

**1) Required Education/Experience/Training:**

- High School diploma or GED.

**2) Required Knowledge:**

- One-year public works experience or equivalent.

**3) Required Licenses/Certificates/Registrations:**

- Valid Pennsylvania Commercial Driver's License "B" with air brakes (preferred)
- Other licenses as required by the Borough.

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**ESSENTIAL ABILITY REQUIRED TO PERFORM THE POSITION:**

- Ability to establish and maintain effective working relationships with staff and public.
- Accept continuous instructions, training, and education to further knowledge and abilities for completing job duties.
- Accurately complete administrative forms and reports in a timely fashion.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
- Apply common sense understanding to carry out instructions.
- Carry out job functions with or without supervision.
- Carry out job functions without posing a direct threat to the health or safety to self or others.
- Communicate effectively.
- Complete job functions in a timely, good, workmanlike manner.
- Drive or operate equipment and tools as required
- Exercise sound judgment in evaluating situations and in making decisions.
- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Maintain socially appropriate behavior.
- Request assistance when appropriate.
- Support and participate in Borough activities to better the Borough/community quality of life programs.
- Safely and skillfully use equipment, tools, machines, and vehicles.
- Understand and comply with drug use/abuse policies and procedures.
- Understand and comply with personnel policies and procedures.
- Understand and comply with safety policies and procedures.
- Work courteously and tactfully when dealing with others.
- Work in coordination with others.
- Work under pressure and changing weather extremes.

**ESSENTIAL FUNCTIONS REQUIRED TO FULFILL LABORER PURPOSE:**

- Maintain roadway in safe condition by such work as, but not limited to; crack sealing, patching potholes, applying overlays or resurfacing.
- Maintain the integrity of the road system by such work as, but not limited to; installation of curbing, inlets and drainage pipe to control the flow of storm water, and cleaning the same.
- Maintain the sight triangles, sign and right-of-way corridors by such work as, but not limited too; pruning overhanging trees and shrubs, mowing road banks.
- Maintain the areas address system by such work as, but not limited to; installation of directional signage, street names, and other signs.
- Maintain safe traffic flows by such work as, but not limited to; installation of pavement markings.
- Maintain safe driving conditions by such work as, but not limited to; removal of dirt and debris by street sweeping, and snow and ice by plowing and salting.

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- Maintain landscape esthetics by such work as, but not limited to; planting of trees, shrubs and flowers in public areas, and right-of-way.
- Maintain the Road Department equipment and vehicle fleet by such work as, but not limited to; washing, repairing and exercising good operational judgment to preserve the equipment or vehicles.
- Perform other work as required.
- Responds to Supervisors directives regarding citizen complaints and undertakes corrective measures as directed.
- Assists work of private contractors if required.
- Cleans and/or repairs basins and storm drainage facilities to maintain the peak operational capacity of systems.
- Discusses work assignments, procedures, materials and equipment use with Public Works Director daily.
- During the pursuit of daily activities, laborer monitors all recreational sites, facilities and equipment and notes need for and takes corrective action when possible to remedy hazardous conditions. All hazard or problem areas are to be reported to the Public Works Director.
- Maintains all landscapes and undertakes restoration measures such as but not limited to pruning, mowing, fertilizing, weed and debris removal.
- Maintains macadam surfaces, rights of way and/or trails in safe condition by such work as, but not limited to crack sealing, pothole patching, applying overlays, seal coats, crushed stone and removal of plant overgrowth.
- Maintains timely collection of trash for disposal through legal means.
- Maintains safe surface conditions during inclement weather by sweeping and/or salting and plowing for snow and ice removal
- Monitors park equipment and vehicle fleet to ascertain needed repairs to maintain in safe operating condition. Reports all need for repairs to Public Works Director and makes repairs if directed.
- Notes maintenance needs of each active or Passive Park and/or open space property; completes maintenance thereof or reports to Public Works Director so maintenance work can be scheduled.
- Laborer physically participates in installation, repair, maintenance and/or restoration of such projects as, but not limited too, appurtenances, blacktop, curbs, facilities, field and grass mowing, ice control, landscaping, pathways, pavements, pavement markings, ponds, potable water distribution systems, recreational programs, sanitary systems, safety turf, seal coating, sign installation, snow removal, storm sewers, sweeping of macadam areas, trash removal, tree trimming.
- Prepares facilities for special recreational events as needed.
- Updates list of materials, equipment and supplies needed for daily activities and advises Public Works Director.

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**JOB TITLE: LABORER**

**NOTE:** In terms of an 8 hour workday:

- "Never" equals less than 1% of the time.
- "Occasionally" equals 1% to 33% of the time.
- "Frequently" equals 34% to 66% of the time.
- "Continuously" equals 67% to 100% of the time.

Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

1. In an 8 hour workday, this job may require the physical ability to:

**TOTAL AT ONE TIME**

- A) Sit 7 hrs.
- B) Stand 7 hrs.
- C) Walk 7 hrs.

2. Job requires the physical ability to LIFT:

|                    | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------|-------|--------------|------------|--------------|
| A) Up to 10 pounds |       |              | x          |              |
| B) 11-20 Pounds    |       |              | x          |              |
| C) 21-30 Pounds    |       |              | x          |              |
| D) 31-40 Pounds    |       |              | x          |              |
| E) 41-50 Pounds    |       |              | x          |              |
| F) 51-100 Pounds   |       | x            |            |              |

3. Job requires the physical ability to CARRY:

|                    | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------|-------|--------------|------------|--------------|
| A) Up to 10 pounds |       |              | x          |              |
| B) 11-20 Pounds    |       |              | x          |              |
| C) 21-30 Pounds    |       |              | x          |              |
| D) 31-40 Pounds    |       |              | x          |              |
| E) 41-50 Pounds    |       |              | x          |              |
| F) 51-100 Pounds   |       | x            |            |              |

4. Job may require the physical ability to use hands for repetitive actions such as:

|          | SIMPLE GRASPING | PUSHING & PULLING | FINE MANIPULATION OF ARM CONTROLS |
|----------|-----------------|-------------------|-----------------------------------|
| A) Right | Yes             | Yes               | Yes                               |
| B) Left  | Yes             | Yes               | Yes                               |

5. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

| RIGHT | LEFT | BOTH |
|-------|------|------|
| Yes   | Yes  | Yes  |

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6. Job requires the physical ability to function in activities involving:

|  | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--|-------|--------------|------------|--------------|
| A) Bending   |       |              | x          |              |
| B) Squatting   |       | x            |            |              |
| C) Crawling  |       | x            |            |              |
| D) Climbing  |       | x            |            |              |
| E) Reaching  |       |              | x          |              |
| F) Driving a vehicle                                       |       |              |            | x            |
| G) Unprotected heights                                     |       |              | x          |              |
| H) Being around moving machinery                           |       |              | x          |              |
| I) Exposure to marked changes<br>in temperature & humidity |       |              | x          |              |
| J) Exposure to dust, fumes & gases                         |       | x            |            |              |

This Job Description is designed to accurately reflect job duties, however, it may not be all-inclusive, and other job related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that do not cause an undue hardship.