

Borough of Mercersburg

Public Works Laborer

Job Description

REPORTS TO: Borough Manager

DEPARTMENT: Public Works

WORK OBJECTIVE: The Public Works Laborer is responsible for providing skilled manual work in the general maintenance and upkeep of all Borough, Water, and Sewer property, including roads, streets, parks, equipment, buildings, and properties. The employee regularly works near moving mechanical parts, equipment, and machinery and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Employee operates various hand and power tools including mowers, saws, brush cutters and other equipment of similar complexity. Work is assigned and supervised by the Borough Manager. Specific instructions are given on new duties, but once standard operations are learned, the employee is expected to work without constant supervision, relying on experience and independent judgement.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the performance of all maintenance and repair work in the Public Works Department for all Borough, Water, and Sewer property as required, including but not limited to: clearing of storm drainage, snow and ice removal, road maintenance (patching road surfaces; cleaning and sealing surface cracks; shoulder repairs), repair/replacement of traffic control signs; and landscaping (tree/branch trimming; mowing; vegetation control).
- Duties may include but are not limited to lawn-mowing, spraying weeds and other maintenance chemicals, shoveling snow, digging ditches, repairing water and sewer mains, handling sewage sludge, taking recording measurements at the water and sewer plants, and reading water meters.
- Occasional responsibility for recording data on written logs at water and sewer plants.
- Operates heavy equipment, such as dump trucks, snow plows, loaders, and backhoes, to transport tools and materials to work sites; loads and unloads materials and tools from vehicles.
- Informs Director of Public Works of observations of Borough property and roads, reporting any damaged, knocked down, or missing signs, potholes, flooding, or other areas of concern.
- General building maintenance responsibilities such as painting, changing light bulbs, cleaning up spills, and repairing minor wear and tear of damage.
- Must be willing to work on-call, emergency, and overtime hours as required.
- Performs other duties as assigned or directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and the ability to perform basic mechanical skills.
- Must be proficient with the use of hand and power tools.

- Ability to operate heavy equipment related to the construction industry, as specified by the Borough.
- Knowledge of and ability to follow all safety rules and regulations of the Borough.
- Ability to read and write at the level required to successfully perform the essential functions of the job.
- Ability to understand and carry out verbal and written instructions successfully.
- Ability to record numbers and data accurately and ability to perform basic arithmetic.
- Knowledge of and ability to use a telephone, calculator, computer, and email.

MINIMUM QUALIFICATIONS:

- Possess a High School Diploma or equivalent
 - Possess or obtain a Pennsylvania Commercial Driver's License (Class B) within one year of hire.
- In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

EQUIPMENT / PHYSICAL REQUIREMENTS:

- Position requires heavy physical labor, including considerable standing, walking, frequent lifting of 50 pounds, occasional lifting of 50-100 pounds, frequent bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, pushing and pulling.
- Must have ability to operate all vehicles and equipment related to the construction industry including but not limited to dump trucks, snow plows, loaders, backhoe, and various construction equipment and tools.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed outdoors with exposure to potentially adverse environmental conditions and in all types of weather, including extreme heat or cold, rain, snow or ice.

SCHEDULE:

This position is an hourly, non-exempt position. This position generally consists of forty (40) hours per week, generally eight hours per day, but is subject to emergency call outs and overtime when necessary and required.

The Borough of Mercersburg is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Borough of Mercersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.