

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY

JOB DESCRIPTION

Job Title: **Public Works Laborer**
Status: Full Time, Non-Exempt
Department: Public Works/Highway
Reports To: Public Works Director
Reports: None.

Position Summary

This position is responsible for carrying out all tasks and assignments related to the maintenance of municipal roads, properties and facilities. Work is performed under the supervision of the Public Works Director (or designee).

Required Education, Experience & Training

- High school diploma or GED;
- Two years of recent experience in municipal public works or construction trades, or landscaping preferred.

Required Knowledge, Abilities & Skills

- Experience and working knowledge in the general use of public works equipment, vehicles, power tools, hand tools, etc;
- Knowledge of materials, methods, and techniques commonly used in public works activities and operations;
- Knowledge of the practices applied to the care and safe operation of public works vehicles, construction, and maintenance equipment.
- Standard office equipment, including but not limited to: computer;
- Standard public works department tools and equipment, including but not limited to: chain saw, edger, weed trimmer, power tools, snow plow truck, cinder spreader truck, tractor, backhoe, roller, paver, loader, backhoe, street sweeper, pickup truck, car, van, lawn landscaping and turf equipment.

Required Licenses, Certificates & Registrations

- Valid Pennsylvania Driver's License;
- Valid Pennsylvania Commercial Driver's License (CDL); Class B.

Physical Requirements

- To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle;
- To work outside in all weather conditions with potential exposure to changing natural conditions such as sun, dirt, dust, pollen, mud, noise, insects, **poison plants**, etc.
- Ability to see, hear and speak intelligibly;
- Ability to lift and carry up to 50 lbs;
- Ability to use both hands for repetitive actions.

Essential Functions of the Position:

- Carry out job functions including all tasks and assignments related to the maintenance of municipal roads, properties and facilities to the established standards with or without direct supervision;
- Carry out job functions without posing a health or safety threat to self or others. Request assistance when appropriate;
- To immediately notify the Public Works Director (or designee) of any unsafe condition related to municipal-owned vehicles, equipment and/or property;
- Exercise sound judgment in evaluating situations and in making decisions
- Establish and maintain effective working relationships with co-workers, other departments, contractors, the public, etc.;
- Follow written and verbal instructions;
- Safely use a variety of hand and power tools;
- Safely operate motorized equipment;

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TOWNSHIP OF WORCESTER

AT THE CENTER POINT OF MONTGOMERY COUNTY

- Perform heavy physical and manual labor;
- Communicate effectively in writing, orally, and with others to understand and convey information, in a manner consistent with job functions;
- Work courteously and tactfully when dealing with others
- Ability and willingness to accept and work occasional scheduled and all emergency overtime;
- Safely work in adverse weather conditions;
- Attend meetings as required by supervisor;
- Possess and maintain a valid driver's license and Class B CDL – notification of status change is required within 24 hours of change;
- Maintain acceptable attendance standards.

Examples of Job Duties- This is not an exclusive list but merely a few examples:

- Performs road work as assigned including drainage, pipe replacement, patching, paving, installation of signs, etc.;
- Maintains township grounds including mowing grass, trimming, weeding, tree trimming, planting and maintaining flower beds, painting (latex may be used), trash removal, etc.;
- Applies insecticides, herbicides, and fertilizers as required;
- Responsible for snow plowing and de-icing of municipal roadway and municipal parking areas;
- Assists in the maintenance and minor repair of power-driven equipment;
- May provide limited work direction to less experienced employees in this classification or to temporary and seasonal personnel;
- Attends required training events, as deemed necessary by the Public Works Director.
- Performs related duties and responsibilities as assigned.

This Job Description is designed to incorporate several key job requirements and duties. However, it may not be all inclusive, and other job related duties may be required. Reasonable accommodations will be made in accordance with applicable local, state or federal law.

employee signature / date

supervisor signature / date