

# Public Works Laborer / Operator

## Public Works Department – Elizabeth Township, Pa.

Department: Public Works

Employment: Full Time

Minimum Experience: Entry Level

Salary: \$68,744.00

Reports To: Public Works Supervisor

Classification: Non-Exempt

\*Class A CDL Required\*

\*Residency in Elizabeth Township required within one year of hire\*

### NATURE OF WORK

Under general and close supervision, the employee will perform unskilled and semi-skilled tasks in the maintenance and construction of roads, snow and ice control, truck and equipment maintenance, storm and sanitary systems, facilities, landscape, tree trimming, park maintenance, and other public works related functions. May also work with and provide direction to less experienced or seasonal workers when related work is required.

### ESSENTIAL JOB FUNCTIONS

- Prepares street for patching and resurfacing; applies asphalt concrete, ADS, liquid bituminous asphalt, and other patching materials
- Performs manual labor and assists in a variety of maintenance, construction and road maintenance projects such as retaining walls, guide rail, curbs, gutters, catch basins, storm pipe repair and installation, removing debris, building / removing concrete forms, mixing, pouring, and finishing concrete.
- Operates and assists flushing and pipe jetting equipment under direction.
- Fabricates and installs street and traffic signs.
- Sets up work zone traffic control signs and cones according to the MUTCD
- Performs traffic control and flagging duties for road work and emergencies.
- May work independently in such areas as mowing, street cleaning and sweeping, debris collection, property maintenance.
- Assist in the general cleaning and maintenance of Public Works facilities and buildings.
- Assist in the cleaning and maintenance of Public Works equipment and vehicles.
- Assist in the cleaning, maintenance and repair of municipal buildings.
- Assist in set-up and tear-down of equipment and decorations for seasonal municipal events.
- Use and operate a variety of hand/power tools, motorized saws, post pounders tampers, rollers, chippers and leaf collectors.
- Operate motorized light and heavy equipment including but not limited to, loaders, backhoes, track hoes, tracked loader, paver, roller, motorized trailered equipment, CDL and non-CDL trucks, bucket/boom truck and pick-up trucks and other equipment.

- Performs painting and striping of streets, including painting of curb and pavement messages, marking streets for line painting, cleaning and maintaining equipment such as stencils hoses and spray guns.
- Maintains regular and punctual attendance.
- Manage tracking of working hours and time off on the assigned payroll application.
- Manage communications with township administrative staff using township assigned emails.
- Required to work overtime outside the normal hours of a workday, weekends and holidays.
- Perform all work directed by the Foreman or Public Works Supervisor.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Basic techniques of tools, equipment and materials used in public works maintenance, construction and repairs.
- Occupational hazards and safety practices and procedures related to work
- Techniques for proper use, storage and disposal of flammable, hazardous, gaseous, liquids, solvents, detergents, oils, aerosols, paints and fuels.
- Follow written and verbal instructions.
- Techniques for dealing with the public, township staff and manager, elected township officials, police department staff, and representatives of contractors working for the township.
- Communicate effectively in writing, orally, and with others assimilate, understand and communicate information in a manner consistent with job functions.
- Work effectively with supervisors, co-workers and the public.
- Acquire a general knowledge of policies and procedures as related to public works operations
- Take a proactive approach to customer service issues and complaints.
- Organize assigned tasks, meet critical deadlines, and follow-up on assignments with minimal direction or supervision.
- Work in a safe manner always and according to practices and procedures.
- Represent the township, elected officials, all township departments professionally.
- Establish and maintain cooperative relationships with co-workers and supervisors.
- Maintain confidentiality regarding information within the department and with sensitive information.
- Operate safely when traveling in public.

#### PHYSICAL DEMANDS

Employees will be required to perform heavy manual labor including lifting and moving heavy objects while working in all types of weather conditions. Work tasks may require long periods of time working in rainy, snowy, freezing, hot, humid, and noisy environments. Exposure to insects, poisonous plants, stinging insects, dirt, fumes, confined spaces, high workplaces, difficult slopes and terrain is also expected while performing assigned work. Perform all job duties safely using safety procedures and practices and wearing proper safety equipment. Hand and eye coordination is necessary to operate heavy equipment, trucks, powered landscape equipment and hand tools. Work is performed about 95% outdoors and 5% indoors at township facilities. Job duties may also require the ability to be on their feet standing, walking, and pushing mowers, using trimmers, saws and crouching, stooping, bending or

performing other maintenance and construction tasks for an entire workday. Must be able to lift and carry 50lbs. and may require moving, lifting or carrying up to 80lbs.

**The above job description reflects the general information deemed necessary to convey the primary functions of this job and position. It shall not be construed as a detailed description of all work requirements inherent to this position. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**This job description is NOT an employee agreement or contract. Management has the exclusive right to alter this job description at any time.**