



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

JOB TITLE: Laborer

DEPARTMENT: Public Works Department

STATUS: Existing Position

TERMS:

- 1) Full-time
- 2) Hourly position
- 3) Non-exempt position, Union

SUPERVISION: Public Works Director

SUMMARY OF DUTIES

Performs a variety of routine and complex tasks in construction, contracting, maintenance, repair and upkeep for various labor projects within the Borough and drives a variety of vehicles in the performance of duties including winter maintenance, groundskeeping, maintenance and repair.

SUPERVISION EXERCISED

None generally, but may act as a crew or group leader if so designated by the Public Works Director or designee.

TYPICAL DUTIES

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Also drives trucks in the performance of duties related to winter maintenance operations.

May operate special equipment, such as a street sweeper, grader, back hoe, front end loader, etc.

Maintains a variety of records relating to inspections and maintenance activity.

Determines the locations of power, water and sewer lines from the appropriate sources prior to excavation. May need to be aware of marked gas, telephone, and television lines.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Operates a variety of power construction and maintenance equipment.

Installs and repairs signs.

Break or cut bricks, stones or blocks to their appropriate size and lay bricks, blocks or stones including mixing mortar or grout and spread as required.

Read blueprints or drawings to calculate materials needed and ensure that a structure is perfectly vertical or horizontal.

Performs labor, maintenance and upkeep for projects and objectives related to park and community groundskeeping, landscape areas and public property.

Expected but not required to be available for overtime, if called upon.

Other duties that are a logical progression of this job that may be assigned by the Public Works Director.

May assist in other jobs and functions of the Public Works Department, Water Distribution Department or Electric Department, if necessary.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school education or GED equivalent.
- (B) Five years of experience in the construction trade, specifically operating heavy equipment, installing pipe, and plowing snow, is desired. Also, two years' experience driving a large dump truck is desired.

Necessary Knowledge, Skills and Abilities

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment;
- (C) Ability to perform heavy manual tasks for extended periods of time;
- (D) Ability to work safely;
- (E) Ability to communicate effectively verbally and in writing;
- (F) Ability to establish and maintain effective working relationships with employees,



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

- supervisors, other departments and the public;
- (G) Must be a United States citizen; and
 - (H) Ability to understand and carry out written and oral instructions.
 - (I) The applicant must possess a valid State driver's license.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and ditch witch.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

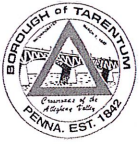
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. May be required to work in extreme heat or cold conditions. May be required to work in confined spaces. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

GENERAL CRITERIA

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

if the work is similar, related or a logical assignment to the position.

The successful candidate must successfully pass a background investigation including Criminal history, employment history, education history, credit check, etc.

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

SELECTION GUIDELINES

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

RECOMMENDED FOR APPROVAL BY:

**Michael L. Nestico
Borough Manager**

12/27/2018

Date

APPROVED BY BOROUGH COUNCIL ON THIS 27TH DAY OF DECEMBER, 2018.

**Erika Josefski
Council President**

12/27/2018

Date