

## **Job Description: Public Works General Laborer**

Department: Public Works

Location: Hamilton Township, 272 Mummerts Church Road, Abbottstown, PA 17301

Reports To: Public Works Superintendent, Roadmaster, and Board of Supervisors

### **Purpose of the Position:**

The Public Works General Laborer is responsible for the general maintenance and repair of all public streets, storm sewers, public buildings, parks, and other facilities of public trust. Assists other Municipal Services Department functions and operations including on-call duty.

### **Responsibilities:**

- Performs department functions and operations including: Street Maintenance operations; snow removal, storm sewer maintenance operations; and snow removal.
- Performs full depth patching or pothole filling.
- Knowledgeably operates all department-controlled equipment and vehicles.
- Operates backhoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets, and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance on all department-controlled equipment and vehicles.
- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.
- And all other duties assigned by the Board of Supervisors.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of maintenance and safe operations of vehicles used by Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer-provided training and/or formal classes.
- Ability to use small tools including power tools.
- High school diploma or equivalent is required.
- A valid driver's license with a clean driving history.
- CDL preferred but not required.
- Knowledge of regulatory agencies: OSHA, DOT, and PennDOT.

**Work Environment:**

Working outside in the elements such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snowplows during blizzard-like conditions. Standing, walking, working, and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, or hazardous or flammable chemicals.

**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 frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee must be able to lift, pull, and/or move 50 pounds for extended periods. Must occasionally lift, pull, and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

**Selection Guidelines:**

Formal applications, rating of education and experience, an interview, and reference check. Job-related tests may be required.

**Additional Duties:**

The employee may be assigned additional duties and responsibilities as required by the Board of Supervisors. The Board reserves the right to update and amend the job description as necessary to reflect the needs of the Township.