

# SHENANGO TOWNSHIP

## Public Works Laborer Position

1000 Willowbrook Road, New Castle, PA 16101

Phone: 724-658-4460 Fax: 724-658-1255 Website: Shenangotownship.com

I. Position Title: FULL-TIME PUBLIC WORKS LABORER Revision Date: 08/16  
EEO Category: PUBLIC WORKS  
Status: Vacant

II. Summary Statement of Overall Purpose/Goal of Position:

- THE PUBLIC WORKS LABORER POSITION INCLUDES A VARIETY OF SEMI-SKILLED AND SKILLED LEVEL WORK IN THE REPAIR AND MAINTENANCE OF STREETS AND STORM WATER SYSTEMS, MAINTENANCE OF PUBLIC PROPERTY AND MINOR CARPENTRY AND CONSTRUCTION TASKS. THE PUBLIC WORKS LABORER POSITION IS ALSO RESPONSIBLE FOR THE DAILY OPERATIONS OF THE TOWNSHIP COMMUNITY PARK AND FOR THE SAFE OPERATION OF VEHICLES AND EQUIPMENT USED IN ALL TASKS.

III. Essential Duties:

MAY PERFORM ANY OF THE FOLLOWING DUTIES:

- MAINTAINS TOWNSHIP STORMWATER SYSTEMS BY PERFORMING ROUTINE REPAIRS, CLEANING AND EMERGENCY REPAIRS AS NECESSARY. THIS MAY INVOLVE DIGGING A HOLE USING EQUIPMENT SUCH AS SAWS, JACKHAMMERS, PICKS AND SHOVELS TO REACH THE PROBLEM PIPE. THE PIPE IS THEN REPLACED OR REPAIRED AND THE HOLE IS RESEALED.
- RESPONSIBLE FOR STREET REPAIRS AND MAINTENANCE, INCLUDING SURFACE RESTORATION, SIGN INSTALLATION AND REFINISHING, PAINTING TRAFFIC LINES, SNOW REMOVAL, STREET SWEEPING AND THE REPAIR AND INSTALLATION OF TRAFFIC-CONTROL DEVICES.
- KEEPS PUBLIC GROUNDS CLEAR AND SAFE, INCLUDING PAINTING BUILDINGS, MOWING GRASS, PICKING UP LEAVES AND REMOVING SNOW AND ICE DURING HAZARDOUS WEATHER CONDITIONS.
- MAINTAINS PUBLIC TREES, SHRUBS, TURF, FLOWERS AND OTHER PLANT MATERIALS. THIS INCLUDES PLANTING, TRIMMING, PRUNING, REMOVING AND OTHER TREE MAINTENANCE TASKS.
- OPERATES VARIOUS MACHINERY, INCLUDING HIGH LIFT, STREET SWEEPER, BACKHOE, PAVER, TRUCKS AND OTHER VEHICLES NECESSARY TO PERFORM ASSIGNED TASKS.
- PERFORMS MAINTENANCE OF TRUCKS AND EQUIPMENT, SUCH AS GREASING, WASHING AND CHECKING OIL, BRAKES AND TIRES.
- SHOVEL AND RAKE ASPHALT
- PICK UP BULKY WASTE
- PERFORM GENERAL CLEANUP
- OPERATE AND WORK AROUND CRACK SEALING OPERATIONS
- WORK AROUND PAVING OPERATIONS
- WORK WITH CONCRETE, TEARING OUT, POURING NEW AND CLEANING UP
- PERFORM SIGN INSTALLATION, REPLACEMENT AND REMOVAL
- ASSIST IN STREET STRIPING, MARKING AND PAINTING OPERATIONS
- WORK IN AND AROUND STORM SEWERS AND SERVICE THEIR OPERATIONS
- OPERATE AND WORK AROUND GRASS TRIMMING OPERATIONS
- PERFORM GENERAL MAINTENANCE TO TOWNSHIP PROPERTIES

IV. Marginal Duties:

- PERFORM OTHER DUTIES AS ASSIGNED.

V. Qualifications:

- TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUAL WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

VI. Education/Experience:

- HIGH SCHOOL DIPLOMA OR EQUIVALENT OR SIX MONTHS TO ONE YEAR RELATED EXPERIENCE AND/OR TRAINING; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.
- OVER SIX MONTHS OF RELATED EXPERIENCE, PUBLIC WORKS, MAINTENANCE WORK OR GROUNDSKEEPING WORK.

VII. Language Skills:

- ABILITY TO READ, ANALYZE AND INTERPRET COMMON SCIENTIFIC AND TECHNICAL JOURNALS, FINANCIAL REPORTS AND LEGAL DOCUMENTS. ABILITY TO RESPOND TO COMMON INQUIRIES OR COMPLAINTS FROM CUSTOMERS, REGULATORY AGENCIES OR MEMBERS OF THE BUSINESS COMMUNITY. ABILITY TO SPEAK PUBLICLY AND EFFECTIVELY PRESENT INFORMATION TO TOP MANAGEMENT, PUBLIC GROUPS, AND/OR BOARDS OF DIRECTORS

VIII. Mathematical Skills:

- ABILITY TO ADD, SUBTRACT, MULTIPLY AND DIVIDE UNITS OF MEASURE, USING WHOLE NUMBERS, COMMON FRACTIONS AND DECIMALS. ABILITY TO COMPUTE RATE, RATIO AND PERCENT AND TO DRAW AND INTERPRET BAR GRAPHS.

IX. Reasoning Ability:

- ABILITY TO WORK WITH MATHEMATICAL CONCEPTS SUCH AS PROBABILITY AND STATISTICAL INFERENCE, AND FUNDAMENTALS OF PLANE AND SOLID GEOMETRY AND TRIGONOMETRY. ABILITY TO APPLY CONCEPTS SUCH AS FRACTIONS, PERCENTAGES, RATIOS AND PROPORTIONS TO PRACTICAL SITUATIONS.

X. Computer Skills:

- TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL SHOULD HAVE KNOWLEDGE OF DATABASE SOFTWARE, INTERNET SOFTWARE, INVENTORY SOFTWARE, SPREADSHEET SOFTWARE AND WORD PROCESSING SOFTWARE.

XI. Certificates, Licenses and Registrations:

- MUST POSSESS AND MAINTAIN CURRENT VALID PENNSYLVANIA DRIVER'S LICENSE AND PENNSYLVANIA COMMERCIAL DRIVER LICENSE (CLASS B). THIS POSITION IS SUBJECT TO MEETING TOWNSHIP STANDARDS RELATED TO A CRIMINAL RECORDS CHECKS (EVERY THREE YEARS).

XII. 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, OR FEEL AND TALK OR HEAR. THE EMPLOYEE IS FREQUENTLY REQUIRED TO STAND, WALK, SIT AND REACH WITH HANDS AND ARMS. THE EMPLOYEE IS OCCASIONALLY REQUIRED TO CLIMB OR BALANCE, STOOP, KNEEL, CROUCH OR CRAWL AND TASTE OR SMELL. THE EMPLOYEE MUST REGULARLY LIFT AND/OR MOVE UP TO 10 POUNDS, FREQUENTLY LIFT AND/OR MOVE UP TO 50 POUNDS AND OCCASIONALLY LIFT AND/OR MOVE MORE THAN 100 POUNDS. SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB INCLUDE CLOSE VISION, DISTANCE VISION, COLOR VISION, PERIPHERAL VISION, DEPTH PERCEPTION AND ABILITY TO ADJUST FOCUS.

XIII. 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 IS FREQUENTLY EXPOSED TO OUTSIDE WEATHER CONDITIONS. THE EMPLOYEE IS OCCASIONALLY EXPOSED TO MOVING MECHANICAL PARTS; HIGH, PRECARIOUS PLACES FUMES OR AIRBORNE PARTICLES; TOXIC OR CAUSTIC CHEMICALS; AND RISK OF ELECTRICAL SHOCK. THE NOISE LEVEL IN THE WORK ENVIRONMENT IS USUALLY MODERATE.