

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: PUBLIC WORKS LABORER I
FULL TIME AFSCME POSITION/NON-EXEMPT STATUS
PUBLIC WORKS DEPARTMENT**

REPORTS TO:

Borough Manager ultimately, Superintendent of Public Works primarily, and the Streets/Grounds and Buildings Department Crew Leader tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

Perform a variety of semi-skilled and technical tasks in the maintenance and operation of facilities, grounds, open spaces, parks, and recreation systems and perform a variety of unskilled or semi-skilled maintenance and construction work in the construction, repair, and maintenance of pavements, storm drainage facilities, bridges, signs and markings.

This employee may also be required to assist in other departments, building facilities, and systems for which the Borough of Kutztown is responsible.

This position will include, from time to time, various types of skilled work to be performed for maintenance of municipal facilities and services. In addition, this employee is required to perform various types of work when emergency conditions exist which would affect the health, safety, and welfare of the Borough and the public in general.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May act as a lead worker for other classifications, and supervise community service workers or temporary employees as required and assigned.
2. Assist in the training and/or supervision of lower skill level employees or community service workers.
3. Mow and maintain park and open space areas such as baseball and soccer fields, park and pool grounds, mow weeds, and clean and maintain tennis courts and nets.
4. Inspect, wash, and perform routine maintenance of park drinking fountains and restrooms.
5. Clean and sanitize restrooms and replenish supplies; clean spills; and clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
6. Wash windows, walls, metal and woodwork.

7. Clean rain gutters, sweep roofs and sidewalks.
8. Pick up litter from around buildings and grounds.
9. Sweep, wash, paint, and repair or replace park tables, benches and bleachers.
10. Perform semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
11. Perform routine maintenance on lawn and power equipment.
12. Plant lawns, trees, shrubs, and flowers.
13. Carry out the seeding, fertilizing, top dressing, soil conditioning, and watering of parks and open spaces.
14. Maintain and adjust specialized turf care equipment and tools, including motors, pumps, tractors, and mowers.
15. Maintain current skills and knowledge in the proper and safe techniques of streets/grounds & facilities maintenance functions.
16. Collect and dispose of solid waste from buildings and grounds; pick up litter from premises.
17. Open and close, lock and unlock facilities as needed.
18. Assist in setting up and taking down equipment for various park and recreation programs, prepare facilities for park and recreation program use.
19. Install and maintain goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.
20. Assist in the construction of new park facilities, including clearing, grading, drainage, and foundation work.
21. Assist in the cleaning of roads, road areas, parking lots and other pavements, including collection of leaves and debris, snow and ice control, including the application of deicing chemicals, abrasives, and plowing. Become familiar with plowing schedules, salting schedules, and similar types of winter maintenance.
22. Assist in maintaining, repairing, constructing and reconstructing curbing, sidewalks, walls, bridges, and similar appurtenances and structures.

23. Assist in maintaining, repairing and installing street name and traffic control signs, street markings for traffic control and regulations, including but not limited to parking space delineation on both streets and parking lots, curb painting, and all such other work pertaining to traffic control markings.
24. Assist with the collection of municipal waste and recycling when needed.
25. Properly maintain equipment and tools by cleaning and checking after use and referring defects or needed repairs to supervisor.
26. Perform other work-related duties as assigned.
27. Perform all duties in accordance with safety policies and procedures, work rules and regulations and security standards as established by the Borough of Kutztown.
28. Must become familiar with and be able to properly perform the functions under Act 38, "Underground Utility Line Protection Law," to determine the locations of underground utility facilities prior to excavation.
29. Must become familiar with and be able to apply the provisions of PENNDOT Publication Code, "Work Zone Traffic Controls," relating to standards for short-term work area traffic zones and signage required for highway work.

TO DO THIS TYPE OF WORK, YOU MUST:

1. Possess the following knowledge, skills and abilities.
 - a. Working knowledge of equipment, materials and supplies used in grounds & facilities maintenance and repair; working knowledge of equipment and supplies used to do minor repairs; and working knowledge of first aid and applicable safety precautions.
 - b. Skill in the operation of the following tools and equipment: pickup truck; lawn and landscaping equipment, including tractors, mowers, jack hammer, chain saw, edgers, weed trimmers, electric motors, pumps; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment; air compressors, fork lift, vacuum leaf collector unit, and other related equipment and tools.
2. Meet the following criteria: physical demands, environmental conditions, language skills, fundamental basics and relations to data, people and techniques, and educational, vocational preparation, and/or experience requirements that may be needed to perform successfully the tasks described within this position description.

PHYSICAL DEMANDS:

The following demands are representative of the physical requirements necessary to perform the various duties and responsibilities of this position.

1. Perform assigned work with dexterity. The employee is frequently required to engage in physical activity and must be skilled in physical movement. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. The employee is required to walk and stand for long durations, as well as sit, talk, and hear.
3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
4. Specific vision abilities required include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. The employee must be able to perform various laboring tasks as may be required when temporary reassignment to another department becomes necessary, i.e. assisting with the repair of water mains, patching of streets, collection of refuse or recyclables, snow plowing, etc.
6. The employee must be able and willing to work irregular and/or extra hours, as required.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of the conditions an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee frequently works near moving mechanical parts, in outside weather conditions, with chemicals, around fumes, and is subject to various noise levels, including moderately noisy to loud. Over 75% of the work will be outside and will require strength and endurance adequate for labor in all kinds of weather and temperature conditions and changes.
2. Employee must become familiar with the Hazardous Communications Program, Right to Know, and Material Safety Data Sheets.
3. Employee is responsible to use all safety equipment properly and follow all rules, regulations, policies, procedures, and guidelines as prescribed by the Borough.

LANGUAGE SKILLS:

Must be able to communicate well with others, read instructions, and be able to signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to follow instructions, policies and procedures; keep accurate time and records; and be accountable and responsible for own work.

People: Must be able to work independently and with co-workers, develop good working relationships with fellow employees, be courteous and show respect to the public, and work in a safe and cooperative manner so as to protect him/herself, co-workers, and the general public.

Techniques: Good judgment required in selecting and using appropriate hand tools, objects, materials, stands and lifting techniques, and general work practices.

TOTAL EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. Graduation from high school or GED equivalent; and
2. Two (2) years experience in grounds & facilities repair and maintenance work; or
3. Any equivalent combination of relevant education and experience.

SPECIAL REQUIREMENTS:

Valid state driver's license is required and a Commercial Drivers License (CDL) endorsement is desired.

OTHER CONSIDERATIONS:

During consideration for advancement, the employee may be required to pass a written, oral and/or practical exam. If the employee fails to pass the examination, he or she may be reassigned to another Borough position or held in the current classification until successful completion of all requirements. Failure to comply with above-mentioned qualifications after a two-year period may result in the employee's termination.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not preclude them.

The position 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.

ACKNOWLEDGEMENT

I have reviewed the above Position Description containing the ESSENTIAL DUTIES AND RESPONSIBILITIES for a Public Works Laborer I and believe that:

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following reasonable accommodations:

_____ I cannot fully perform all duties even with reasonable accommodations.

Name Signature Date