

**BOROUGH OF KUTZTOWN
POSITION DESCRIPTION**

**POSITION TITLE: UNSKILLED LABORER
STREETS/GROUNDS & BUILDINGS DEPARTMENT
TEMPORARY SEASONAL**

REPORTS TO:

Borough Manager ultimately, Public Works Superintendent primarily, and the Public Works Crew Leader tertiary, or the person assigned by the aforementioned personnel.

PURPOSE OF THE POSITION:

The primary function is to assist in and/or perform construction, repair, and maintenance of the Portland Cement Concrete and bituminous pavements, drains and culverts, bridges, signs and markings, trees, grounds and buildings, recreation equipment, and other facilities and systems for which the Borough of Kutztown is responsible. While this is an unskilled position, the ability and knowledge to operate and/or use a variety of basic tools and equipment is required. This person could also be required to assist in the water, sewer, electric, and refuse/recycling departments.

This position will include, from time to time, various types of work to be performed 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. Operate various types of mowing and weed cutting equipment, various types of power tools, air compressors, and other equipment and tools.
2. Assist in the construction and reconstruction, maintenance and repair of storm sewer facilities and their appurtenances, such as inlets, catch basins, flood control areas, drainage ditches and gutters, natural storm sewer areas and basins, and all other facilities pertaining to control and regulation of storm and run-off water.
3. Assist in the maintenance, repair, construction and reconstruction of curbing, walls, bridges, and similar appurtenances and structures.
4. Assist in the maintenance, repair, and installation of street name signs, street markings for traffic control and regulations, including but not limited to parking spaces on both streets and parking lots, and all such other work pertaining to traffic control markings, coordinated with the Police Department where applicable and necessary. To become familiar with what repair materials are available for the various departments.

5. Assist in the cleaning of pavements including collection of leaves and debris.
6. Contact residents and business owners in area where streets will be worked on or closed off for construction and/or reconstruction.
7. Assure the proper maintenance of equipment and tools by cleaning and checking after use and refer defects or needed repair to the supervisor.
8. Perform all duties in conformance with appropriate safety, work rules, security standards, established by the Borough.
9. Perform roof work, landscape work, cement finishing and form work.

TO DO THIS TYPE OF WORK, YOU MUST BE ABLE TO:

Meet and work with the following demands; conditions; skills; fundamental basics and relationships; and education, vocational, and/or experience requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

1. 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 occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 100 pounds.
3. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those 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, and around fumes.
2. Employee must become familiar with the Hazardous Communications Program, Right to Know and material safety data sheets.

3. The noise level in the work environment ranges from moderately noisy to loud.

LANGUAGE SKILLS:

Must have developed language skills to the point to be able to: communicate well, read instructions, etc.; be capable to look up unfamiliar words in a dictionary for meaning, spelling, and pronunciation; signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to carry out prescribed action in relation to job orders, policies and procedures, keep accurate time and records, and be accountable and responsible for own work.

People: Must be able to work alone and with co-workers, develop good working relationships with fellow employees of other departments, deal with the public in a respectable and courteous manner, and work in a safe and cooperative manner so as to protect him or herself, people working with him or her, and also 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:

Must possess ability, desire and willingness to learn through on-the-job training.

During consideration for advancement to the next program level within this department, it may be required for the employee to pass a written, oral, or practical exam or combination. 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 2-year period may result in the employee termination.

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 if the work is similar, related or a logical assignment to the position. This position is subject to change by the employer as the needs of the employer and requirements of the job change. The individual employed by the Borough of Kutztown for this position is an “employee at will” and can be terminated from employment from the Borough at any time.