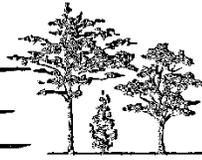


BOROUGH OF

SELINGROVE



ONE NORTH HIGH STREET · SELINGROVE, PENNSYLVANIA 17870 · PHONE (570) 374-2311

Public Works Laborer Position
(last revised 12/02/22)

PURPOSE

The purpose of the Public Works Department is to maintain public works equipment, streets, roads, alleys, recreation areas, parks, public buildings and other Borough properties. Additionally, the department oversees water operations, municipal sewage, recycling, refuse, and winter maintenance of the streets, alleys, and Borough property. The Department keeps the Borough clean, safe, and running smoothly.

OVERALL RESPONSIBILITY

1. Perform related work as required. Although each member of the Public Works Department has specific primary responsibilities and a specific backup responsibility for another employee, they also are frequently called upon to blend their various talents and expertise, working together to complete some of the more involved activities. This position requires skilled and semi-skilled manual labor associated with the construction and maintenance of the Borough's infrastructure, including streets and alleys, storm sewers, sanitary sewers, water mains, parks, recycling facilities and systems, traffic signals, street signage, and street cleaning.
2. Be available to respond within an acceptable period of time to all emergency situations. Employee will be required to be on-call on a rotating schedule basis for after-hours emergencies, for weekend duty and for duty on a holiday. Employee must be available at all hours for winter storm response.
3. When on call on weekends, record specified data from water treatment and distribution system equipment.
4. Repair and maintain the solid waste disposal and recycling facilities and equipment.

MANUAL SKILL

Employee should possess or be able to acquire the skill to operate a truck, salt spreader, snowplow, leaf loader, tractor, concrete saw, air hammer, mowers, compaction equipment, portable pumps, air compressor, backhoe, roller, and arc, MIG and oxy-acetylene welding equipment; must be skilled in the repair of motorized equipment. Employee must have basic mechanical skills and/or willing to learn.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Employee should possess or be able to acquire capabilities that include the operation of CDL class vehicles, skid-steer, backhoe, etc., the maintenance and minor repair of such equipment and other general construction labor related to the maintenance and repair of municipal water, sanitary sewer, and storm sewer systems, streets, municipal buildings, and facilities.

SUPERVISION RECEIVED/EXERCISED

Employee is directly responsible to the Director of Public Works in carrying out his responsibilities. Employee carries out most tasks with little or no supervision, although specific work assignments are

received from the Director of Public Works. Technical supervision is received from a consulting engineer. Employee will receive direction from and supervision by the Director of Public Works when working with other Departments. Employee usually works with a coworker in carrying out work assignments.

PHYSICAL DEMAND

Employee's work is strenuous in nature with occasional lifting of heavy objects. Must be able to climb, lift up to 50 pounds continuously, crawl and work in extreme weather conditions. 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.

1. 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, walk and talk or hear, and work in confined spaces. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must be able to 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.

1. While performing the duties of this job, the employee regularly works outside in all weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. 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.
2. The noise level of the work environment is usually loud.

SPECIAL SKILLS

Basic mathematical and reading skills. Common sense and courtesy in public relations.

HUMAN RELATIONS

Employee is in regular contact with other employees and the public. Tact is required when public contact is necessary. Explanation and resolution of solid waste disposal and recycling program problems may require contact with the Borough Manager and consulting engineer on a technical and operational level. Contact with DEP is maintained on the operational level by written report, telephone and in person.

MINIMUM EDUCATION AND EXPERIENCE

High School Diploma or GED required. Approximately two (2) years of experience performing general laboring tasks is required. Consideration will also be given to any equivalent combination of post-secondary education and experience. Employee must possess a valid Pennsylvania Driver's license.