

POSITION DESCRIPTION

Job Title: Laborer III

Department: Public Works

Immediate Supervisor: Director of Public Works

Position Objective:

This is a top-level laborer position in the Department of Public Works. The job duties of this position require the ability to work independently and in groups, and the ability to perform as a team leader. Creative thinking and problem-solving skills are required.

Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Work is performed under the general direction of the Public Works Director, and performance is evaluated through reports and conferences.

Essential Duties and Responsibilities:

Performs all street construction and maintenance activities related to pothole repair, cold patch, hot patch, snow and ice removal, painting, and striping.

Assists in the overlay and reconstruction of streets, the erection and removal of signs, and bridge repairs as directed.

Operates all heavy equipment including backhoe, dump truck, compressor, and flusher, checks for proper operation, and performs routine preventive maintenance on equipment.

Repairs and maintains storm sewer inlets and pipes.

Repairs and maintains sanitary sewer manholes and pipes.

Monitors water collection, storage, treatment, and distribution system as directed.

Operates the Borough's Filter Plant under the supervision of the Director of Public Works.

Installs, repairs, and replaces water service meters.

Monitors water collection, storage, treatment, and distribution system as directed.

Checks all water flow monitoring devices, assists in the repair of water leaks including excavation, pipe repair or replacement, back filling, and patching.

Unloads, stores, and uses various chemicals.

Logs and interprets readings from meters, gauges, charts, and instruments.

Monitors equipment at sewer lift station and the sewer meter and repairs and replaces sewer manholes.

Performs all general labor and some minor emergency duties as may be assigned by the supervisor.

Responds to all emergency calls as directed, including off-hour and on call duty.

Reports to the Director of Public Works unusual problems and suggests possible solutions.

Required Knowledge, Skills, Abilities:

Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

Thorough knowledge of the methods and procedures of Public Works, utility maintenance and repair, and of the types and uses of modern maintenance and related equipment, tools, and materials.

Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.

Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.

Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.

Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.

Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.

Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.

Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Essential Physical Requirements:

The physical demands are those encountered while performing the listed essential functions. The employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; hear and read; and speak clearly, intelligibly, and understandably. The employee is frequently required to drive a car, stand, walk, climb steps, and reach with hands and arms. The employee must frequently move, turn, lift and occasionally carry objects weighing up to approximately 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Education and Experience:

A high school diploma or a high school equivalency diploma plus a minimum of three (3) years' experience performing general laboring activities, with a minimum of two (2) years of municipal laboring experience; or

Other combinations of experience and education that meet the minimum requirements may be substituted.

Special Requirements:

A valid Pennsylvania motor vehicle operator's license and a valid Pennsylvania Commercial Driver's License (CDL).

Must possess a valid Class C water plant operator's permit from the Pennsylvania Department of Environmental Protection (DEP) with Subclasses 1, 7, 8, and 12 or must obtain the certification within 24 months of employment.

Must possess a valid Certified Pesticide Applicator – Core and Right-of-Ways, Schools, and Parks and a Certified Pesticide Applicator – Core and Swimming Pool certification or must obtain the certifications within twelve (12) months of employment.

Must possess a Sanitary Sewer Collection System certification or must obtain the certification within twelve (12) months of employment.



Borough Manager/Secretary Signature

The Borough of Denver does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.