

Taylor Borough Public Works Department

Position: Laborer

Definition

Under general supervision, this employee will repair, upgrade, and maintain borough roads, infrastructure, parks, borough owned properties, facilities, and grounds, and perform other general maintenance tasks to improve borough grounds and facilities. May operate light, medium, or heavy equipment, or perform skilled work depending on level of experience and training and needs of Taylor Borough.

Duties

1. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces and while working in other dangerous situations.
2. Repair and or perform general maintenance tasks on borough roads; apply asphalt, cold patching materials, and concrete; repair or replace storm drainage pipes; grade and clean shoulders; erect and repair guiderail and signs; remove weeds and mow road banks and shoulders; remove leaves; use hand shovels to dig trenches, load trucks, and spread materials; operate manual, pneumatic, and power maintenance tools including, but not limited to rakes, picks, hammers, saws, jackhammer, tamper, and chainsaw.
3. Patches surfaces by cleaning potholes, applying patching material, leveling, and packing. Cleans and seals surface cracks.
4. Checks vehicles for proper operating condition and maintains designated logs.
5. May operate light or medium weight trucks to pull auxiliary equipment or haul materials including, but not limited to stone, sand, gravel, dirt, cinders, wood, trash, pipes, timber, machinery, tools.
6. May operate heavy equipment including, but not limited to loaders, backhoe, excavator; to excavate level terrain, move earth or materials or load trucks.
7. Preparation of all snow related equipment, salting, and cindering of streets; plowing of all streets; loading salt and of snow; general cleanup of equipment after clearance.
8. Participates in snowplowing, salting, and hand shoveling when weather conditions require.
9. Performs manual work and or labor when not driving.
10. May perform minor repair of engines, transmission, differentials, hydraulics, and coolant systems. Examine and determine cause of equipment failure. Perform repair procedures

and or arrange for repair work to be performed. Weld and fabricate tools and parts. Perform routine inspection of equipment before and after use.

11. Replace worn and/or damaged parts on vehicles and equipment including, but not limited to hoses, wiring, belts, and filters. Perform routine maintenance tasks including but not limited to change oil, check fluid, tires, battery, radiator, transmission, and brakes. Wash and grease equipment and parts.
12. Performs routine preventive maintenance and repairs including but not limited to trucks, vehicles, equipment, machinery, and tools. Maintains vehicle maintenance logs.
13. Repairs of surface and subsurface drainage systems to control water on roadways. Dig drainage ditches, cleans out drains, pipes, streams, and flood control structures.
14. Works with other employees in repairing road surfaces, installing, and repairing signs and guiderails, and removing debris from drainage areas.
15. Survey conditions of roads, informing Public Works Director/Foreman of poor conditions and or problems.
16. Perform routine cleaning of grounds and maintenance tasks at municipal buildings, parks and recreational areas, repair playground equipment. Operates large grass and brush mowers and other equipment pushed and or pulled by a tractor. Cut, brush, mow grass, and weed, remove debris, trash, and or refuse. Plant trees, shrubbery, and grass.
17. Performs basic carpentry, electrical, plumbing, painting, and masonry tasks to improve and or upgrade borough grounds, facilities, and properties. May install or repair plumbing systems, drainage systems, pumps, playground equipment, and or shelters. May use portable hand and power tools including but not limited to drills, saws, sanders, hammers, wrenches, chisels, squares, welder, and paint sprayer.
18. Perform general maintenance and cleaning tasks in garage. Store tools in proper location. Keep work area, clean, safe, and orderly. Keep designated records.
19. Performs other work, tasks, and or assignments as assigned by the Public Works Director, Foreman or Borough Manager.

Required Knowledge, Skills and Abilities

1. Knowledge of state laws pertaining to the operation of motor vehicles on streets, roads and highways, and in parks. Skill in the operation of motor vehicles.
2. Skill in the operation of motor vehicles, dump trucks, and attached equipment, backhoes, mowers, manual, pneumatic, and power hand tools, and similar maintenance equipment.

3. Knowledge of standard practices and techniques of road maintenance. Knowledge of the occupational hazards and required safety precautions of working on public roads and working around construction equipment.
4. Skill in the operation of construction and maintenance equipment. Skill in the care and use of tools used in the maintenance and repair of motorized equipment.
5. Ability to recognize defective operation of trucks, construction equipment, and to perform routine maintenance operations.
6. Thorough knowledge of the safety practices and procedures for equipment and tools.
7. Ability to communicate clearly, concisely, orally, and written.
8. Ability to understand and follow oral and written instructions.
9. Thorough knowledge of borough and department policies, procedures, and work rules.
10. Ability to stand, walk, talk, crouch, climb ladders, and exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds for prolonged periods of time.
11. Sufficient physical strength and freedom from disabilities to lift, carry, push and or pull heavy objects or materials up to 80 pounds. Tasks that require moving objects of significant weight require the assistance of another person and or use of proper techniques.
12. Ability to perform manual tasks or operate equipment at heights up to 30 feet for extended periods of time in possible adverse weather conditions.
13. Ability to establish and maintain effective working relationships with associates, contractors, and the public.
14. Ability to maintain a neat and clean appearance.

Minimum Education, Training, and Experience Required

1. High school diploma and or equivalent to graduation from high school.
2. Minimum one year experience in the operation of trucks and construction equipment.
3. Minimum one year experience in the operation of snow removal related equipment.
4. CPR and/or first aid training preferred.
5. Knowledge of the PA One Call System and utility facilities mark outs preferred.

License Requirements

1. Possession of a valid Pennsylvania Commercial Driver's License (CDL) class B with air brake restriction removed is required. In lieu of CDL, applicant must have a two year associates degree from an accredited Pennsylvania trade school approved by the Borough as to both the school and the trade.

Medical Examination

1. A pre-employment medical examination provided by the Borough of Taylor may be required upon offer of employment.

Job Type

Full time

Successful candidate will become eligible to join SEIU 668.

Starting salary rate of \$21.00 per hour.

Benefits – Employee Only (Addition of Spouse/Children possible, with Employee paying \$100.00 per month.)

Health insurance
Dental insurance
Vision insurance
Life insurance
Retirement plan
Paid Time Off
Paid Holidays

Schedule

8 hour shift (7:00 A.M. until 3:30 P.M.) Monday through Friday
On Call rotation, possible holidays