



Doylestown Township
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Doylestown, PA18901
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JOB DESCRIPTION

TITLE: Public Works Laborer
DEPARTMENT: Public Works
Posted: January 13, 2021

THIS POSITION REPORTS TO AND IS

SUPERVISED BY: Road Superintendent/Parks Superintendent
AUTHORITY TO: Administer, Authorize, Direct, Evaluate
AUTHORITY METHOD: Verbal, written
FREQUENCY: Occasionally to continuously

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: None

JOB IS: Full-time (Entry Level)
HOURS: 40 hours per week
WORK BREAKS: 30 minute lunch and 2 - 15 minute breaks
WORK SCHEDULE: 7:30 a.m. - 3:30 p.m.; Monday - Friday
(Note: Second break starts 15 minutes before end of shift)

SPECIAL SCHEDULE: Available, as necessary, on a 24 hours basis, unless prior arrangements have been made with supervisor

PURPOSE OF THIS POSITION:

This entry level Public Works Laborer position is to provide competent, skilled personnel for assisting the Road Superintendent in maintaining the integrity and safety of the township right of way infrastructure, and/or Park Superintendent in maintaining the township's park lands, open space and bike and hike trail system.

Charge: This entry level Public Works Laborer position is charged with providing skilled labor capable of operating necessary equipment, vehicles and hand tools under all field and weather conditions, to effectively maintain, rehabilitate and/or construct right of way infrastructure in accordance with Doylestown Township and PennDOT practices and procedures for such work. The Public Works Laborer position may also be charged with providing skilled labor capable of operation necessary equipment, vehicles and hand tools under all field and weather conditions to effectively maintain, rehabilitate and/or construct the Township owned park lands, open space and bike hike system. The Public Works Laborer position is charged with interacting and functioning as a team member of the Public Works Department in support of all township programs and initiatives to better the township/community quality of life.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION

1) Required Education/Experience/Training:

- High School diploma or GED.

2) Required Knowledge:

- One-year public work experience or equivalent.

3) Required Licenses/Certificates/Registrations:

- Pennsylvania Driver License – A valid and Current Pennsylvania Driver License is required.
- Pennsylvania Driver License, Commercial Driver’s License – a valid and current Pennsylvania Commercial Driver’s License class “B”, or better, with air brakes is desirable. Candidates who do not have a CDL shall be required to obtain a commercial driver license, within an agreed upon time between the Candidate and Doylestown Township, and to successfully pass random drug tests in accordance with the Commonwealth of Pennsylvania commercial driver regulations.
- Pennsylvania Department of Agriculture, Bureau of Plant Industry Spray Applicators License - A current Spray Applicators License is desired by is not required. Candidates who have spray applicators license, the following categories are desirable; 00-Core, 06-Ornamental and Shade Trees, 07-Lawn and Turf, 10-Right of Way & Weeds, 23-Park / School Pest Control. Candidates who do not have a spray applicators license may be required to obtain a license within an agreed upon time between the Candidate and Doylestown Township.
- Other licenses as required by the township.

ESSENTIAL ABILITY REQUIRED TO PERFORM THE POSITION:

- Ability to establish and maintain effective working relationships with staff and public.
- Accept continuous instructions, training, and education to further knowledge and abilities for completing job duties.
- Accurately complete administrative forms and reports in a timely fashion.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
- Apply common sense understanding to carry out instructions.
- Carry out job functions with or without supervision.
- Carry out job functions without posing a direct threat to the health or safety to self or others.
- Communicate effectively.
- Complete job functions in a timely, good workmanlike manner.
- Drive or operate equipment and tools as required.
- Exercise sound judgment in evaluating situations and in making decisions.
- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Maintain socially appropriate behavior.
- Request assistance when appropriate.
- Support and participate in Township activities to better the township/community quality of life programs.
- Safely and skillfully use equipment, tools, machines, vehicles.
- Understand and comply with drug use/abuse policies and procedures.
- Understand and comply with personnel policies and procedures.

- Understand and comply with smoking and tobacco use policies.
- Understand and comply with safety policies and procedures.
- Work courteously and tactfully when dealing with others.
- Work in coordination with others.
- Work under pressure and changing weather extremes.
- Ability to pass a criminal and child abuse background checks.

ESSENTIAL FUNCTIONS REQUIRED TO FULFILL PUBLIC WORKS LABORER PURPOSE:

- Maintain township roadways, township park accesses and parking areas, and bike & hike trail system in safe condition by such work as, but not limited to crack sealing, patching potholes, applying overlays or resurfacing.
- Maintain the integrity of the rights-of way and park road systems by such work as, but not limited to, installation of curbing, inlets and drainage pipe to control the flow of storm water and cleaning same.
- Maintain the sight triangles, sign and right of way corridors by such work as, but not limited too, pruning overhanging trees and shrubs, mowing road banks and weed spraying.
- Maintain the areas address system by such work as, but not limited to, installation of directional signage, street names and other signs.
- Maintain safe traffic flows by such work as, but not limited to installation of pavement markings.
- Maintain safe driving conditions by such work as, but not limited to removal of dirt and debris by street sweeping, and snow and ice by plowing and salting on township roadways, township park access and parking area, and bike & hike trails.
- Maintain landscape esthetics by such work as, but not limited to planting of trees, shrubs and flowers in township park lands, public areas, and rights-of-way.
- Maintain the Road and Park Department's equipment and vehicle fleet by such work as, but not limited to washing, repairing and exercising good operational judgment to preserve the equipment or vehicles.
- Trees trimming and debris removal
- Perform other work as required.
- Respond to citizen complaints.
- General maintenance of the township owned parklands, including but not limited to debris and trash removal.
- Inspection and maintenance of the township parks play structures and apparatuses, playing fields and open spaces.
- Participate in township construction project, including but not limited to, pre-construction planning, procurement of materials, construction activities and project completion.
- Assist other township staff members, departments and program to support township programs and events and other duties as assigned.

**JOB TITLE:
PUBLIC WORKS LABORER**

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8 hour workday, this job may require the physical ability to:

TOTAL AT ONE TIME

- A) SIT 7 hrs.
- B) STAND 7 hrs.
- C) WALK 7 hrs.

IIA Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	
F) 51-100 POUNDS		X		

IIB. Job requires the physical ability to CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) UP TO 10 POUNDS			X	
B) 11-20 POUNDS			X	
C) 21-30 POUNDS			X	
D) 31-40 POUNDS			X	
E) 41-50 POUNDS			X	
F) 51-100 POUNDS		X		

III. Job may require the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING	FINE MANIPULATION OF ARM CONTROLS
A) RIGHT	Yes	Yes	Yes
B) LEFT	Yes	Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
Yes	Yes	Yes

V. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) BENDING			X	
B) SQUATTING		X		
C) CRAWLING		X		
D) CLIMBING		X		
E) REACHING			X	
F) DRIVING A VEHICLE				X
G) UNPROTECTED HEIGHTS			X	
H) BEING AROUND MOVING MACHINERY			X	
I) EXPOSURE TO MARKED CHANGES IN TEMPERATURE & HUMIDITY			X	
J) EXPOSURE TO DUST, FUMES & GASES			X	

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.

By signing below I acknowledge I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Job Description Title: Public Works Laborer

Today's Date: _____

Printed Name: _____

Signature: _____