

CECIL TOWNSHIP
Job Description
JOB TITLE: Laborer

DEPARTMENT: Public Works
LOCATION: Public Works Garage
REPORTS TO: Public Works Director

DATE: October 17, 2002/rev. 5-19-2021

General Description:

Those employed in this classification perform strenuous physical duties such as, but not limited to, lifting and moving of small automotive equipment, and shoveling or loading bulk quantities of materials utilized to repair and maintain public streets and other Township owned facilities as deemed necessary by the Director of Public Works.

Essential Duties and Responsibilities:

Shovels or manually applies materials routinely in the maintenance of Township streets and facilities.

Operates small engine equipment such lawn mowers and chain saws, and heavy equipment such as a loader or backhoe.

Performs custodial duties including, but not limited to, sweeping and mopping floors in Township owned buildings.

Performs ground keeping duties on properties located throughout the Township.

Performs duties of "flag person" controlling vehicular traffic at jobsites located on public streets or highways.

Additional Duties and Responsibilities:

Operates motor vehicles to transport personnel and heavy equipment to and from jobsites.

Performs minor maintenance such as, but not limited to; washing, waxing, fueling and lubricating of fleet vehicles and equipment, and other related duties assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each assigned task satisfactorily. The requirements listed below are representative of the knowledge, skill, and experience required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must reside within 10 road miles of the Public Works building.

Education and/or Experience:

High school diploma or general education degree (GED); and two years of experience and/or training in the areas detailed within this job description; or an equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend written instructions and correspondence.

Ability to write simple correspondence.

Ability to comprehend and execute oral instructions.

Reasoning Ability:

Ability to apply commonsense understanding to execute detailed written and/or oral instructions.

Ability to deal with problems that may arise during routine work operations.

Ability to recognize occupational hazards in the workplace.

Certifications, Licenses, Registrations:

Possession of a valid Class 'A' Commercial Driver's License issued by the Commonwealth of Pennsylvania.

Other Skills and Abilities:

Ability to establish and maintain effective working relationships with coworkers.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move heavy objects.

Ability to perform strenuous physical duties for long periods of time, often under adverse climatic conditions.

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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and outdoor weather conditions. The employee occasionally works in high, precarious places and/or on rough terrain and is occasionally exposed to wet, cold and/or humid and hot conditions.

Work is performed at any given location throughout the Township and when necessary, outside the Township.

Daily reporting location is the Public Works Building.