

**BOROUGH OF GETTYSBURG
DEPARTMENT OF PUBLIC WORKS
JOB TITLE: LABORER – CDL Class B
(Full-Time)
(Union/Non-Exempt)
Grade 2**



Job Description

(Revised January 2020)

Definition

This is a skilled position that performs maintenance work involving the construction and maintenance of the Borough's public works, highway, and storm sewer systems. Work is performed in accordance with established rules and regulations governing the operation of the Public Works Department.

Work may be performed during regular business hours and other times, including nights and weekends, as may be necessary due to construction schedules, weather and emergencies.

Work is performed under the supervision of the Public Works Director and/or Public Works Foreman. Specific instructions are given on new duties, but once standard operations are learned, employees are expected to work without constant supervision. Employees may have contact with other Borough departments to resolve problems and with the public for the purpose of relaying factual information or explaining simple procedures.

This is a full-time position with benefits. Additionally, this is a Union position subject to the Collective Bargaining Agreement (CBA) between the Borough of Gettysburg and Teamsters Local Union 776.

Duties

Operate equipment in a safe and efficient manner. Examples of equipment include riding mowers, power mowers, tractors, string trimmers, chain saws, power hand tools, whackers, compressors, jackhammers, and any other tool or machinery associated with the construction and maintenance of Borough property.

Heavy equipment operation may be assigned according to the possession of requisite certifications and in accordance with the CBA. Examples of heavy equipment include dump trucks, backhoes, front end loaders, bucket trucks, graders, etc.

Assist with the repair of highway equipment.

Maintain Borough facilities including minor repairs to mechanical equipment.

Paint any and all buildings and facilities.

Mow grass including play areas, ball fields, trimming along fences and trees.

Trim trees and bushes, clear areas of weeds, and remove brush.

Assist skilled tradesmen in major repair and installation work.

Perform preventative maintenance and minor repairs to equipment such as tractors, mowers, trimmers, saws, power tools, etc.

Observe rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the public and community.

Attend training as assigned.

Perform other duties as assigned, including those of other classifications (higher and lower) as conditions warrant.

Note: An employee in this position may be assigned to other departments for maintenance work or to drive trucks or operate heavy equipment if he/she is qualified to do so.

Required Knowledge, Skills, and Abilities (KSA's)

Ability to understand and follow detailed oral and written instructions.

Knowledge of the methods, materials, tools, and practices used in the operation and repair of small tools and power equipment.

Knowledge of the occupational hazards and safety precautions required in maintenance work.

Ability to use hand tools including shovels, rakes, digging irons, brooms, hammers, etc.

Ability to drive a motor vehicle.

Ability to perform tasks requiring a mechanical aptitude.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Physical Requirements of the Position

The position may perform a variety of duties requiring strenuous physical effort and exposure to uncomfortable working conditions. Examples of jobs include mowing, trimming, painting, litter control, grounds keeping, rest room cleaning, tree pruning, brush removal, paving, pipe installation, snow shoveling, sign installation, maintenance of equipment, and any other duties as may be required. Many of the jobs are out-of-doors in the weather elements.

Position requires sufficient physical capability to do the following:

- Lift heavy objects up to 80 pounds,
- Operate power tools, and
- Work under adverse weather conditions.

Minimum Acceptable Experience and Training

Completion of high school or its equivalent.

Willingness to perform work of a physical nature, in the out-of-doors under various weather conditions.

Possession of a valid Pennsylvania Class C and Class B (CDL) motor vehicle operator’s license and a driver’s record that ensures the ability to be covered under the Borough’s insurance policy.

Willingness to submit to pre-employment drug and alcohol testing and periodic, random drug and alcohol testing.

No record of felony conviction, and a willingness to submit to a criminal background investigation.

No record of convictions or ARD dispositions for driving under the influence of drugs and/or alcohol.

Signature Signature indicates the employee has read and understands the job expectations and requirements.

Employee Signature

Date