

JOB DESCRIPTION

JOB TITLE: Public Works Maintenance/Laborer

GENERAL:

1. Work Location: Borough of Youngwood
2. Work Week: As scheduled, Monday – Friday 7:00 AM – 3:00 PM; minimum requirement of forty (40) hours per week, including additional hours as needed.
3. The Maintenance/Laborer works under the direct supervision of the Public Works Crew Leader. This position is responsible for the maintenance of the Borough streets, roadways and public properties.
4. The position performs its' responsibilities during scheduled hours and on an on-call basis. Work shall be reviewed periodically and at completion through on-site inspection.
5. The incumbent shall be expected to perform these responsibilities in accordance with established policies, procedures and instructions and is expected to exercise independent judgment and initiative as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsibilities include patching and resurfacing roadways and berms, cutting grass, cleaning streets and sewers, building catch basins, snow removal and other related work.
2. Paints, constructs and maintains pedestrian and vehicular street signs, crosswalks and street directions.
3. Repairs and maintains Borough property, such as, Recreation Complex, Borough Building, Public Works Building, Park & Pool Complex, Parklet, Point and Cemetery.
4. Maintains and provides repairs to the storm water collection system. Inspects, cleans and repairs storm lines. Locates, inspects and repairs manholes and catch basins. Performs inspections with rigid camera and monitor.
5. Operates a Borough truck and other work-related vehicles, such as, dump trucks, snowplows, salt spreaders and street sweeper.
6. Operates and maintains machinery and heavy equipment related to the maintenance of the streets and property of the Borough. The following equipment includes: backhoe, boom tractor with flail mower, blacktop roller, road grader, compact tractors, mowing equipment, bobcat with attachments, leaf vacuum, wood chipper, air compressor and jack hammers, tar buggy, lowboy trailer, electric welder, gas-operated torches, and power and hand tools, etc.

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7. Maintains public grounds through landscaping, including grass cutting and trimming, tree and shrub pruning and trimming, and tree, flower and shrub planting.
8. Performs preventative maintenance and repairs, including minor bodywork, etc. on the Borough vehicular fleet. Maintains necessary logs on fleet.
9. Maintain inventory of spare parts for machinery.
10. Maintain records and files of preventive maintenance and repairs for all equipment and machinery, PA One Call, traffic light records, overtime and grass cutting. Also, marks out and calls in PA One Calls.

OTHER DUTIES AS ASSIGNED

1. Set up and direct traffic control on Borough streets and roadways through work zones as needed.
2. Maintain the Borough swimming pool with any repairs.
3. Perform other duties or projects as assigned.

SPECIALIZED KNOWLEDGE AND LICENSING REQUIREMENTS:

- Must have a high school diploma or equivalent; with one (1) year experience as a laborer and truck driver.
- Must have a valid Pennsylvania Driver's License and a Class B, CDL driver's license or obtain within six (6) months.
- Experience with the operation of heavy equipment and machinery.
- Knowledge of hazards and safety practices pertaining to the work being completed.
- Must demonstrate teamwork and have the ability to work with others in the field.
- Have ability to work indoors and outdoors, under inclement weather conditions.
- Have ability to work and communicate effectively with the public.