

**BOROUGH OF BELLEFONTE
POSITION DESCRIPTION**

POSITION TITLE: Laborer

DEPARTMENT: Public Works – Street Department

REPORTS TO: Public Works – Superintendent / Asst. Superintendent

FLSA STATUS: Non-Exempt

CLASSIFICATION:3;4;5

Overall Objective of Job:

This position requires the employee to perform various skilled and semi-skilled tasks in the repair and maintenance of the Borough's roads, machinery, buildings, bridges, and equipment. The objective is to perform a wide-variety of tasks and in particular, to ensure Borough streets are properly maintained providing the safest possible conditions for both vehicular and pedestrian traffic.

Essential Functions of Job:

- Assists in building wooden structures, selects and saws lumber to specified size, nails sheeting to studs, cleans used lumber and wooden metal forms;
- Operates a variety of specialized equipment including backhoe, leaf collection truck, sweeper truck; refuse truck; etc;
- Operates maintenance vehicles, pavement marking equipment, tractors, mowers, snowplows, salt spreaders, compressors, jackhammers, generators and any other street maintenance and repair equipment;
- Rakes and sweeps leaves, dirt, fill in shoulder ruts with dirt or gravel;
- Direct and control traffic during road maintenance activities;
- Plow and remove snow;
- Clean, repair and erect signs.
- Plant, trim bushes and trees, and maintain Borough landscaping—cut grass, weeds, and bushes;
- Spread sand and gravel. Lay, spread, and finish asphalt. Pour, spread, and finish concrete;
- Perform routine housekeeping/custodial tasks within the Borough Buildings;
- Moves furniture and equipment to various places throughout the Borough;
- Loads trucks with salt, sand, dirt, waste material using a hand shovel, shovels snow from sidewalks, hydrants, or drainage ditches, and pipes;
- Digs drainage ditches, cleans out culverts, and fills in washouts;
- Makes repairs to buildings and building facilities; and uses tools of the carpentry, electrical, plumbing, and other building trades in the performance of this work;

- Builds forms for cement work; mixes and places cement using mason tools, and may lay stone and block walls;
- Operates and services a stationary compressor motor and operates the tools and attachments powered from a stationary compressor motor;
- Paints all of the crosswalks, handicapped spaces and lines, etc. in the Borough;
- Must obtain and be certified as a chemical sprayer permitted to utilize chemicals safely throughout the Borough **
- Must successfully complete all of the required training outlined by PennDOT's LTAP Program to become a Certified Roadmaster. **
- Must have a minimum of five-years employment in the Borough's Streets Department and maintain a performance evaluation of "Exceeds Expectations" *
- Other duties as assigned.

Supervision Received:

Public Works Superintendent, Assistant Superintendent

Supervision Given:

None

Working Conditions:

- Primarily an outdoor environment and exposure to varied elements of heat, cold, rain; and snow;
- Exposure to loud noise and vibration;
- Monday thru Friday 7:00 am to 3:00 pm plus overtime and occasional shift modification.

Essential Physical Demands:

- This position requires physical effort at frequent intervals and the employee must be able to lift up to 90 pounds without assistance;
- The employee must be able to continuously bend, lift, stoop, climb, and reach to perform the essential functions of the position;
- Must be able to work in extreme weather conditions;
- Must be able to climb 100' vertical height;
- The position requires the employee to be able to tolerate high levels of noise associated with the operation of equipment and machinery;
- The position requires the employee to occasionally collect refuse, therefore, the individual must be able to utilize the handrail step platform while the truck is moving from stop to stop.

Qualifications:

A. Education/Training:

- High school diploma or the equivalent required;
- Class A or B Commercial Driver's License with Class A preferred

B. Work Experience:

- Two years experience in working with heavy equipment, machinery, or as a carpenter preferred, but not required.

To Qualify for a Grade 4, must have under Essential Job Functions, completed those listed as *

To Qualify for a Grade 5, must have under Essential Job Functions, completed those listed as * as well as **

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Good verbal and written skills;
- Good interpersonal skills;
- Detail oriented;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.

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