

BOROUGH OF WILKINSBURG

JOB TITLE: **PUBLIC WORKS LABORER**  
DEPARTMENT: DEPARTMENT OF PUBLIC WORKS  
REPORTS TO: DIRECTOR OF PUBLIC WORKS  
LAST REVISED: SEPTEMBER 2016

**POSITION PURPOSE AND OBJECTIVES:** The laborer performs routine manual tasks in the Department of Public Works. Laborers work primarily in parks maintenance, and other related areas. Work involves the use of manual tools and some power operated tools. Assignments are carried out in accordance with standard departmental practices, procedures and instructions, which are given and closely checked by a crew leader.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in securing vacant, abandoned properties and grass mowing and cleaning of vacant lots
- Performs landscaping work, cuts grass and weeds with a tractor, mower or weed cutter, plants flowers, and trims shrubbery
- Loads and unloads trucks
- Performs routine maintenance of Borough parks and playgrounds including grass mowing, cleaning, and painting, etc.
- Cleans sidewalks and tunnels
- Cleans and repairs tools
- Cleans public works vehicles and garage area
- Performs street patching and pothole repair
- Assists with leaf collection
- **Performs other** duties as assigned by the Director of Public Works and/or Foreperson

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**Able to pass criminal background check and drug testing.**

Preferably has some knowledge of a variety of semi-skilled maintenance and manual tasks and the ability to understand and follow written and oral instructions; to follow established safety precautions; to perform heavy manual labor for prolonged periods in various situations and climatic conditions; to operate all types of manual and power operated tools; to establish and maintain a good working relationship with co-workers and the general public; to meet the public courteously; to give and obtain information when requested.

**SUPERVISORY RESPONSIBILITIES:** None

**WORKING CONDITIONS:** Work is generally performed in an outdoor environment and may be performed in inclement weather, including very hot and humid or icy, snowy and sub-zero temperatures.

**PHYSICAL DEMANDS:** (HEAVY) May require standing and walking on uneven terrain or slippery surfaces, lifting and carrying up to 125 lbs., heavy overhead lifting up to 75 lbs., pushing and pulling up to 125 lbs. of horizontal force, climbing ladders and uneven terrain, balancing and jumping, frequent bending and twisting, crawling, kneeling and crouching.

**MINIMUM QUALIFICATIONS:** Prefer previous experience in public works construction and maintenance or similar work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must maintain a valid Pa. Driver's License.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

Approved: \_\_\_\_\_

Department Head

Borough Manager

Original Approval: \_\_\_\_\_ Revised: \_\_\_\_\_