

Revised 10/15/15

POSITION DESCRIPTION

Class Title: Laborer
Department: Public Works
Location: City Garage

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled work, and operates a variety of equipment, in the collection of electronic and white good recycling. Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of parks, spaces, grounds, turf and related facilities.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives a collection vehicle over a designated route, picking up electronic and white good recycling.

Makes special collections as assigned.

Notes variances to prescribed service.

Maintains radio or other communications with the office to receive or report variances to standard operations.

Conducts a daily inspection of tire air pressures, hydraulic pressure, air tanks, hydraulic fluids, transmission fluids, power steering, lights, and other critical parts of vehicle prior to the execution of the daily tasks.

Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that material is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public.

Unload collection vehicle.

Operates equipment for use of catch basin cleaning.

Washes collection vehicles.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Maintains a variety of records relating to inspections, maintenance activity, collection activity, etc.

Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to supervisor.

Performs all duties in conformance to appropriate safety and security standards.

Mows and maintains open space areas; mows lawns; weeds.

Inspects, sweeps, washes, paints and performs routine maintenance.

Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, maintenance sheds, by performing custodial, maintenance, painting, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Cuts or trims plants lawns, trees, shrubs, and flowers.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, tractors, and mowers.

Operates tractors, mowers, jack hammers, welders, trucks, buffers, washers, and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Opens and closes, locks and unlocks facilities as needed.

Assists in construction, such as clearing property, grading, and drainage

Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.

Keep records for work completed.

Other duties as required.

PERIPHERAL DUTIES

Performs custodial work such as required and assigned, including:
change light bulbs and fluorescent tubes; sweep floors; dump garbage and reline cans with liners;
clean and sanitize restrooms and replenish supplies; sweep; empty cans; clean spills; clean drinking
fountains, mirrors, tables, walls, wash windows, walls, metal and woodwork; clean rain gutters;
sweep roofs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent,
and/or

(B) Any combination of education and experience which demonstrates the knowledge and
experience to perform work.

Necessary knowledge, Skills and Abilities:

(A) Some knowledge of equipment, methods and procedures used in recyclables collection
activities;

(B) Skill in operation of some of the listed tools and equipment.

(C) Ability to perform heavy manual tasks for extended periods of time; Ability to work
safely; Ability to establish and maintain effective working relationships with employees, supervisors
and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid New Jersey State Driver's license and CDL certification, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, catch basin cleaner, recycling collection truck, utility truck,
hydraulic lifts, common hand and power tools, pitch fork, wrenches, mobile or portable radio. Also,
pick-up truck; lawn and landscaping equipment, including tractors, mowers, chainsaw, edgers, weed
trimmers, electric motors, pumps; miscellaneous hand and power tools for turf maintenance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to
successfully perform 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 is regularly required to use hands to finger,
handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.