

# Laborer/ Utility Worker

**Classification:**

Non-Exempt

**Salary Range:**

Min. \$ 12.00/ hour

Max. \$ 16.00/hour

**Reports to:**

Road Superintendent

## **JOB DESCRIPTION**

**Summary:**

Performs a variety of skilled and semi-skilled Sewer and Water Plant duties, Township Park and Physical Plant duties as well as assist with road and street related duties. The job requires strenuous physical effort and occasional exposure to inclement working conditions. Must have a valid Pennsylvania driver's license. Operate pickup trucks, mowers and other equipment in accordance with skills and training in a safe and productive manner. Needs basic computer skills for use in doing certain recording and reporting tasks associated with Utility Tasks.

**Essential Functions:**

General Township property and road maintenance and repair including, but not limited to:

- Assisting with maintenance of water, sewer and storm water systems
- Assist road maintenance crew with paving tasks: raking, tamping, leveling and shoveling, air blowing cracks, placing rubberized crack sealer properly in joints.
- Cleaning and repairing of tile drainage, storm water inlets and pipes
- Installation and repair of street signs and guiderails
- Roadside brush and riff-raff collection
- Remove trees and/or branches from roadways and rights-of-way
- Assist in traffic control as needed and proper placement of work area signs, road closure signs and safety cones
- General maintenance, cleaning and washing of vehicles and equipment
- General clean-up of garage and work areas
- Light carpentry work
- Move heavy boxes or equipment and large bulky objects
- Assist with maintenance of sign inventory
- Perform certain janitorial tasks

Snow and Ice Control

- Clean snow and ice from Township walk ways and facilities
- Apply salt/cinders as instructed

Perform and/or assist in mowing program

- Mow assigned areas; including park and recreation areas, Township streets and roads, open spaces, detention ponds, rights-of-way, etc
- Maintain mowing record

### **Knowledge and Skills:**

Working skills in carpentry, masonry and painting trades  
Ability to use buildings and grounds maintenance equipment  
Basic computer skills for recording and reporting utility readings, inventories etc.

### **Competencies:**

1. Ability to work independently without constant supervision
2. Ability to perform a variety of manual tasks
3. Ability to learn the operations of pumps, chemical addition units, filters, blowers, mowers, equipment such as air compressor, jack hammer, power washer, etc.
4. Ability to learn and perform new tasks, and show initiative to perform these tasks without direct supervision.
5. Ability to operate highway vehicles having a GW <10,000 Lb. in a safe manner.
6. Ability to perform basic computer tasks for recording and reporting utility readings.
7. Ability to read gauges and use simple instruments to obtain utility readings.

### **Work Environment:**

Outdoor work environment and occasional exposure to inclement working conditions.

### **Physical Demands:**

Ability to understand and follow oral and written instructions  
Requires work performing heavy manual labor for prolonged periods, often under adverse climatic conditions; and walking, lifting and bending while carrying heavy objects. .  
Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions.  
Ability to lift 100 pounds.

### **Position Type and Expected Hours of Work:**

This is a full-time position working eight (8) hours per day, forty (40) hours per week, Monday through Friday. Overtime, as needed, is a requirement of this job, with occasional need for evenings and weekends. Ability to respond to call out at any hour of any day or night for snow removal and other emergencies.

Regular attendance is an essential function of this position

### **Travel:**

This position may require occasional travel outside the local area

### **Education & Experience:**

Education: High School Diploma or GED

Experience: One (1) year experience in driving standard shift vehicles and knowledge of general outdoor work

**Other:**

Valid PA Driver's License.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by Potter Township Board of Supervisors

Chairman: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_