



BOROUGH OF CONSHOHOCKEN

Job Description Laborer

MAYOR
Yaniv Aronson

BOROUGH COUNCIL
Colleen Leonard, President
Tina Sokolowski, Vice-President
James Griffin, Member
Karen Tutino, Member
Robert Stokley, Senior Member
Anita Barton, Member
Kathleen Kingsley, Member

Stephanie Cecco
Borough Manager

Position: Laborer
Department: Public Services
Reports to: Executive Director of Operations
Supervises: Not Applicable
Hours: FLSA Non-Exempt Position

Purpose: To provide a variety of manual labor, construction, snow/ice removal, lawn care, maintenance and repair services to roads and adjacent public property for safety and convenience of the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Perform work involving heavy physical exertion and use of manual tools to maintain Borough owned facilities. Operate heavy machinery.
- Responsible for conducting general maintenance functions for roads and public services operations such as:
 - Construction projects and paving preparations. Gravel spreading, repairing, painting and installing street signs, etc.
 - Sweep roads, clear ditches and remove debris from outlets.
- Maintain landscaping in healthy, attractive condition. Cut grass and remove leaves.
- Maintains good conditions during inclement weather by sanding or salting of roads or sidewalks, snow plowing and shoveling.
- Will be required to respond to emergency situations as they arise.
- Waste Management duties, collect trash and recycling, work heavy equipment at waste site, replace containers upright at curb.
- Carries out work assignments using a variety of equipment, hand and power tools. Responsible for safe and effective use of equipment and selects the correct equipment to perform all jobs. Discusses plans, priorities and work schedules with the supervisor, including the most useful equipment for certain jobs.
- Maintains equipment and tools in safe operating condition by;
 - Following acceptable maintenance and service schedules (oil changes, filters, and lubrications, etc.) according to service manuals.
 Performing repair/replacement work, recommending repairs and/or replacement of equipment

Management reserves the right to direct the employee, provided the work is not illegal, injurious to one's health, or inconsistent with provisions of the Public Services Collective Bargaining Agreement.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, education and training required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Pennsylvania Driver's License and must obtain a Pennsylvania Commercial Driver's License (CDL) within the 90-day probation period. Must have the ability to maintain a valid PA CDL while employed.
- High School education or equivalent
- Some experience in related position
- Knowledge or standard practices of labor operations and knowledge of hazards and safety precautions
- Ability to operate a truck and equipment on and off the highway during traffic and inclement weather
- Ability to perform manual labor (lifting and carrying) in inclement weather
- Ability to understand and follow oral and written instructions and/or computer-generated instructions
- General Computer skills (Microsoft office programs a plus)
- Prior to start date, employee must be fully vaccinated or in receipt of the first dose of a two-dose vaccination. Proof of vaccination status is required.

Certifications, Training & Continuing Education:

- The employee shall be responsible for obtaining all refresher classes required to maintain the current level of certification. Should refresher classes be available during the hours the employee is working, the employer may, at its discretion, permit the employee to attend said classes.
- Employee may be required to obtain additional certifications and/or training should the employer deem it appropriate.

SKILLS AND EFFORT:

Knowledge

- Ability to operate a variety of heavy maintenance equipment safely and efficiently.
- Knowledge of road construction and maintenance activities, and safety procedures.

Physical Skills:

- Excellent physical condition with ability to handle physical demands and operate required tools/equipment.

Decision Making and Judgement:

- Work is performed under the direct supervision of the supervisor.
- Access to Borough established policies and procedures is available.

Judgement is exercised in:

- Working without supervision once the task has been outlined by supervisor.
- Notifying the supervisor of operational problems or issues as necessary.
- Ensuring that work activity is carried out according to quality standards established by supervisor.

INTERPERSONAL SKILLS:

Interpersonal skills to work with other co-workers for the purpose of sharing information to complete work assignments. Externally, work with the public to information, ensuring polite, tactful relations.

WORKING CONDITIONS:

Environment

- Exposed to physical hazards, chemicals and inclement weather conditions.

POSITION HIGHLIGHTS

(Full position specifications can be found in the collective bargaining agreement)

Wages: 2021 Tier 2 – Laborer salary is \$22.50

Hours of Work: *The work week shall consist of forty (40) hours, Monday-Friday.*

The workday shall be eight (8) hours. The hours of work shall be 7:00AM to 3:30PM, with a thirty (30) minutes unpaid lunch period taken between the hours of 11:00AM to 1:00PM. During the summer, the hours shall be 6:30AM to 3:00PM, with a thirty (30) minute unpaid lunch period taken between the hours of 11:00AM to 1:00PM.

Lunch Period: *Employees receive a 30-minute unpaid lunch period.*

Employee may leave the assigned station for the lunch period provided: The employee must respond to all emergency calls during the lunch period.

Break: *One fifteen (15) minute break every day.*

Call in Time/Standby Time:

All employees are expected to work a reasonable share of overtime and shall be responsible for their off-work time conduct so as to be readily available. Employees called into work outside their regular work shift shall receive overtime pay.

Uniforms: If any employee is required to wear a uniform, protective clothing or any type of protective device shall be furnished to the employee by the employer. The cost of maintaining the uniform, protective clothing or device in proper working condition shall be borne by the employer.

The employee shall be responsible for whatever clothing and/or equipment is furnished to him by the employer. Any loss or damage to the same shall be the employee's responsibility and said employee shall make appropriate reimbursement.

Other Equipment: All radios, vehicle, etc. owned by the Borough shall be maintained in good condition with all problems and or deficiencies reported to the appropriate supervisor immediately. The Borough, at its discretion, may recall any piece of equipment should it be deemed necessary. Employees may be required to use vehicles for the purposes of conducting their assigned duties.

BENEFITS: FULL-TIME EMPLOYEES

(Additional benefits can be found in the collective bargaining agreement)

1. Vacation:

(Additional vacation information can be found in the collective bargaining agreement)

- a. Employees shall earn vacations according to the following schedule:
 - i. First (1st) – third (3rd) anniversary = Five (5) working days
 - ii. Third (3rd) – seventh (7th) anniversary = Ten (10) working days
 - iii. Seventh (7th) – twelfth (12th) anniversary = Fifteen (15) working days
 - iv. Twelfth (12th) anniversary = Twenty (20) working days

2. Sick Leave:

(Additional sick leave information can be found in the collective bargaining agreement)

- a. Employees shall earn one half (1/2) sick day per month to be credited on the last day of the month earned.

3. Personal Leave:

(Additional personal leave information can be found in the collective bargaining agreement)

- a. The employer agrees to grant six (6) personal days to each employee. Personal days will be earned at one half (1/2) day per month and employees may anticipate personal leave to which they become entitled to during the then calendar year.

4. Holidays:

(Additional Holiday information can be found in the collective bargaining agreement)

The following days shall be recognized as paid holidays. In order to be paid for a holiday, an employee must work the day before and the day after the holiday and may not use sick time for the holiday.

New Year’s Day	Easter Monday
Martin Luther King’s Birthday	Memorial Day
Labor Day	Independence Day
Thanksgiving Day	Columbus Day
Friday after Thanksgiving	Veterans Day
Christmas Day	Employees Birthday
Presidents Day	

This job description does not list all duties of the job. The Borough Manager, Executive Director of Operations or supervisor may ask employee to perform other job-related duties provided those duties are not illegal or injurious to the employee’s health. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____ Date _____