



# BOROUGH OF CONSHOHOCKEN

## *Job Description* *Part-Time Seasonal Laborer*

**MAYOR**  
Yaniv Aronson

**BOROUGH COUNCIL**  
Tina Sokolowski, President  
Kathleen Kingsley, Vice-President  
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Stephanie Cecco  
Borough Manager

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Position: Laborer  
Department: Public Services  
Reports to: Director of Public Works  
Supervises: Not Applicable

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### **Purpose:**

To provide a variety of manual labor, trash and recycle collection, seasonal maintenance, lawn care, and basic repair services to roads and adjacent public property for the safety and convenience of the public. This position supports Public Works operations through supervised, non-skilled tasks and does not include operation of heavy machinery or driving.

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

- Perform work involving physical exertion and use of manual and basic power tools to assist in maintaining Borough-owned facilities. **Does not operate heavy machinery.**
- Perform basic waste management duties such as collecting trash and recycling and returning containers to the curb
- Responsible for assisting with general maintenance functions for roads and public services operations such as:
  - Sweeping roads, clearing ditches, and removing debris from drains and outlets
- Maintain landscaping in a healthy and attractive condition, including cutting grass, trimming, and removing leaves
- Carry out work assignments using a variety of hand tools. Follow all safety procedures and use equipment as directed by supervisor
- Assist with cleaning, organizing, and maintaining tools and work areas in safe operating condition
- Discuss work assignments, priorities, and schedules with supervisor as needed

Management reserves the right to direct the employee, provided the work is not illegal, injurious to one's health, or inconsistent with applicable policies.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are:

- 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

#### **SKILLS AND EFFORT:**

##### **Knowledge**

- Basic understanding of general labor tasks and safe work practices
- Willingness to learn routine maintenance, landscaping, and public works activities
- Awareness of safety procedures and ability to follow instructions

##### **Physical Skills:**

- Ability to perform physical tasks such as lifting, carrying, bending, and standing for extended periods
- Ability to safely use basic hand tools as directed
- Ability to work outdoors in varying weather conditions

##### **Decision Making and Judgement:**

- Work is performed under direct supervision of a supervisor or designated staff member
- Follows established Borough policies, procedures, and safety guidelines

##### **Judgement is exercised in:**

- Completing assigned tasks as instructed by supervisor
- Asking questions or seeking guidance when unsure of a task
- Reporting safety concerns, equipment issues, or problems to a supervisor promptly
- Performing work in a safe and responsible manner consistent with provided instructions

#### **INTERPERSONAL SKILLS:**

- Ability to work cooperatively with supervisors and co-workers to complete assigned tasks
- Ability to communicate respectfully and follow directions
- Maintain polite and appropriate interactions with the public

#### **WORKING CONDITIONS:**

- Work is performed primarily outdoors
- Exposure to varying weather conditions, including heat, cold, and rain
- May be exposed to dirt, dust, noise, and minor physical hazards typical of manual labor work

This job description does not list all duties of the job. The Director of Public Works 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 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 \_\_\_\_\_