

North Wales Borough

Part-Time Public Works Laborer

GENERAL DESCRIPTION

Performs all routine maintenance care of Borough buildings and grounds as assigned by and under the direction of the Borough Manager.

SUPERVISION RECEIVED

Reports to: Borough Manager

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

1. Assists with overall handyman, routine building maintenance, janitorial work; including minor repairs, carpentry, painting, electrical, plumbing, road work, maintenance of grounds and landscaping.
2. Responsible to mow, weed-whack, use leaf blower and vacuum and maintain landscaped areas.
3. Utilizes bucket truck to repair street lights, trim trees, and change banners.
4. Performs street maintenance and repair: fills potholes with cold patch, seals cracks with tar and assists with road paving projects.
5. Storm drain repairs and cleaning.
6. Paints crosswalks, stop lines, and turn arrows on street intersections.
7. Installs and erects street signs.
8. Washes and services trucks with water, gas and oil.
9. Responsible for conducting street sweeping.
10. Shovels/removes snow; spreads salt; rakes, loads/unloads branches and leaves.
11. Operates a truck with snow plow and salt spreader with attachments for the removal of snow and applying salt to Borough streets during inclement weather.
12. Operates various hand and power tools.
13. Picks-up and delivers supplies; transports equipment; runs errands.
14. Assists with the inventorying and replenishing of building maintenance and custodial supplies.
15. Cleans; sweeps; climbs; dusts; mops; waxes; removes debris; scrubs; polishes walls and floors.
16. Empties trash/recycling for disposal and performs janitorial tasks as directed.
17. Assists in preparing facilities for community programs, presentations, seminars, and meetings.
18. Performs all other duties as assigned.

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JOB LOCATION

This position is mainly located within North Wales Borough, although there may be occasional traveling outside of the Borough to various sites as needed to complete assigned tasks or job responsibilities.

EQUIPMENT

All Public Works equipment including, but not limited to, the following:

Dump Trucks	Power Tools	Weed Wacker
Loader	Mowing Tractor	Chain Saw
Bucket Truck	Lawn Mower	Shovel, Rake, Pick
Plow, Salt Spreader	Leaf Vacuum	Leaf Blower

QUALIFICATIONS

- HS Diploma, or equivalent
- Valid PA Driver's License
- Minimum of one (1) to two (2) years of work-related experience
- Good oral, written and interpersonal skills; able to follow instructions; organize and prioritize work
- Ability to understand and follow instructions
- Ability to communicate in an understood manner
- Ability to work independent of direct supervision
- Ability to effectively remedy problems
- Ability to work effectively with others

PHYSICAL DEMANDS

- Constructed Hours: Monday through Friday, 7:00 a.m. to 2:30 p.m., with one-half hour unpaid lunch, subject to change.
- Must be available on-call during times of inclement weather and other emergency situations declared by the Borough, that require assistance from the Public Works Department.
- Unconstructed Hours: Flex hours, required for special events and other circumstances as deemed necessary by the Borough Manager.
- Ability to work in and out doors, and withstand variations in weather patterns.
- Ability to stand, walk, sit, stoop, crouch, kneel, climb, balance, crawl, recline, twist, bend, reach to all levels; and push, pull and lift up to 50 lbs.
- Frequently withstand exposure to various noise levels, cleaning solvents, foul odors, and heights.
- Possess visual acuity (near, mid, far vision, field of vision and depth perception, frequently).