

## JOB DESCRIPTION

**TITLE:** Laborer

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Nonexempt

**STATUS:** FULL TIME (x) PART TIME ( x )

**UPDATED:** June 19, 2006

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### DESCRIPTION OF DUTIES

Performs various duties as directed by Department Head and Foremen with the department of Public Works. Duties include but are not limited to loading trash trucks, loading recycling trucks, assisting in bulk trash pick up, performing various maintenance and clean up tasks in Township buildings, parks, beaches, docks and any other Township owned facilities.

### RESPONSIBILITIES

- Performs duties as prescribed by Foremen and Department Head.
- Employee is responsible to follow all safety rules and regulations described in the Public Works Employee manual.
- Employee must follow directions given by Foremen and Department Head and complete given tasks in a timely manner.
- Responds to after hour emergency calls on a rotation basis when contacted by Foremen or Department Head.
- Performs other duties as required.

### WORK ACTIVITIES

### SKILLS, KNOWLEDGE AND ABILITIES

- Ability to safely operate, maintain and perform minor repairs on trucks and heavy equipment.

- Skill and knowledge to safely operate equipment under adverse conditions.
- Ability to understand and carry out oral instructions.
- Ability to maintain effective working relationships with other employees and the public.
- Knowledge of traffic laws of the State of New Jersey.

#### **EDUCATION REQUIREMENTS**

- High School Diploma or GED.
- Valid Driver's License issued by the State of New Jersey prior to appointment and during tenure of employment.

#### **SUPERVISION**

Foremen  
Department Head  
Township Administrator

#### **PHYSICAL DEMANDS**

Ability to meet approved minimal physical and medical standards.