

JOB DESCRIPTION

TITLE: Laborer

DEPARTMENT: Water/Sewer Utilities

CLASSIFICATION: Nonexempt

STATUS: Full Time (X) Part Time ()

DATE: February 12, 2016

DESCRIPTION OF DUTIES:

Performs various duties as directed by Department Head and Foreman of the Water/Sewer Utilities Department as described in the following detail.

RESPONSIBILITIES:

- Performs duties as prescribed by Department Head and Foreman
- Employee is responsible to follow all safety rules and regulations described in the Water/Sewer Utilities Employee Manual
- Employee must follow directions given by the Department Head and Foreman and complete given tasks in a timely manner
- Responds to after hour emergency calls on a rotation basis when contacted by Department Head or Foreman
- Performs other duties as required

WORK ACTIVITIES, SKILLS, KNOWLEDGE AND ABILITIES:

- 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
- Ability to load, lift and move supplies and equipment
- Ability to dig trenches and perform manual grading
- Cuts grass
- Trims hedges
- Loads and unloads trucks
- Shovels snow
- Mixes cement and mortar
- Places forms used in concrete work
- Performs cold patching
- Cleans up underbrush, foliage, vines and weeds
- Cuts down trees
- Learns to operate construction and/or maintenance equipment and other small hand tools
- May learn to operate a pneumatic drill

- May learn to operate and make minor repairs to street, road and related water/sewer equipment
- Rake asphalt mixtures used in paving to proper thickness and grade
- May distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair
- May patch joints and edges of pavement with asphalt cement
- May tamp and smooth asphalt pavement
- Sweeps streets and sidewalks
- Cleans sewers
- Loads debris into truck for removal
- Under direction, may learn to make routine repairs to valves, fittings, pipe sections or other equipment used in the area of assignment
- Drives trucks and snow plows

REQUIREMENTS:

- Appointees will be required to possess a valid New Jersey driver's license

KNOWLEDGE AND ABILITIES:

- Knowledge of the methods, material and supplies used to perform varied types of manual and unskilled tasks
- Ability to perform manual tasks either alone or as a member of a group
- Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions
- Ability to follow prescribed instructions
- Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks
- Ability to follow safety precautions in the operation of assigned tools and equipment
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position

EDUCATION REQUIREMENTS:

- High School Diploma or GED

SUPERVISION:

- Department Head
- Foreman
- Township Administrator

PHYSICAL DEMANDS:

- Ability to meet approved minimal physical and medical standards