



**BOROUGH OF MILLVALE JOB DESCRIPTION**

**TITLE:** Public Works General Laborer  
**REPORTS TO:** Public Works Supervisor, Borough Manager, Borough Council  
**JOB TYPE:** Full Time  
**FLSA STATUS:** Non-Exempt  
**DATE:** 2024

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**POSITION SUMMARY** Under supervision, performs unskilled and semi-skilled work. The Public Works General Laborer is responsible for the general maintenance and repair of all Borough streets, buildings, parks, and other facilities of public trust. Assists other Borough Department functions and operations, including on-call duty.

**DUTIES AND RESPONSIBILITIES** The duties described below indicate what the Public Works General Laborer may be asked to perform. This position performs both semi-skilled and unskilled functions. Other duties may be assigned.

**ESSENTIAL FUNCTIONS OF JOB** The Public Works General Laborer serves at the Borough Council's pleasure and is in direct support of the Public Works Supervisor and shall provide staff support to all Borough departments and supervision at the direction of the Borough Manager.

**INFRASTRUCTURE MAINTENANCE**

- Performs department functions and operations.
- Street maintenance operations, full-depth patching, or pothole filling.
- Street and curb line painting.
- Snow removal.
- Storm sewer/drain maintenance.
- Street sweeping.

**EQUIPMENT OPERATION**

- Knowledgeably operates all department-controlled equipment and vehicles.
- Operates backhoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets, lawnmowers, tractors, and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance of all department-controlled equipment and vehicles.

**LANDSCAPING / FORESTRY**

- Responsible for performing tree care and maintenance.
- Planting of flowers, trees, and continued upkeep.
- General understanding of landscaping and hardscapes.

**OTHER FUNCTIONS**

Knowledge of regulatory agencies: OSHA, DWD, MUTCD, and DOT.

Completed training, continuing education, and knowledge in CPR, AED operations, and first aid.

Uses any or all safety equipment provided to complete assigned tasks.

Performs other related duties as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required at the time of hire or employment continuation.

**EDUCATION**

A high school diploma or equivalent is required.

Any combination of experience and education that results in the required knowledge, skills, and abilities to perform the work may be considered.

**EXPERIENCE**

One year minimum relevant experience.

**SKILLS AND ABILITIES**

Knowledge of maintenance and safe operation of vehicles used by the Public Works Department.

Knowledge of maintenance and safe operation of equipment used by the Public Works Department.

Ability and willingness to stay current with advanced technology through employer-provided training and formal classes.

Ability to use small tools, including power tools.

Valid commercial driver's license with a good driving record.

Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.

Strong interpersonal communication skills, both written and verbal.

Strong organizational skills and attention to detail.

**PHYSICAL DEMANDS** The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is sometimes required to walk, sit, and talk or hear. The employee may be required to lift, pull, and move 50 pounds for extended periods. Must occasionally lift, remove, and carry 100 pounds with mechanical and physical assistance. This job's specific vision abilities include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods.

**WORK ENVIRONMENT** Working outside in the elements, such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snowplows during blizzard-like conditions. Standing, walking, working, and driving around or within moving traffic. Working in a maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces, including but not limited to catch basins and excavation sites.