

MANOR BOROUGH

POSITION DESCRIPTION

PUBLIC WORKS LABORER

POSITION TITLE: Laborer (Union Position)

SUPERVISOR: Borough Manager

REVIEWING AUTHORITY: Manor Borough Council

DEPARTMENT: Public Works

COMPENSATION: Hourly non-exempt

A. PURPOSE OF POSITION:

To perform a variety of general laborer tasks proficiently in maintenance and services of Borough buildings and grounds, streets, alleys, sanitary sewer system, storm water system, tools and equipment.

B. SUPERVISION RECEIVED:

Receives supervision from the Borough Manager or Group Leader.

C. SUPERVISION EXERCISED:

None.

D. TERM OF EMPLOYMENT:

This is a full time position with benefits. Employee must serve a one year probationary period. Prior to start date must consent to and pass a physical examination, drug screening and background investigation.

E. ESSENTIAL JOB DUTIES:

- Driving trucks as assigned to/from job sites
- Driving lawn tractors and Borough-owned equipment
- Operation of snow plow equipment
- Operation of backhoe
- Perform general construction work including but not limited to plumbing, electrical, mechanical, catch basin repair, sanitary and storm line repair and concrete work.
- Ability to work in confined spaces
- Grass cutting with power tools and mowers
- Trimming bushes, brush, landscaping with hand tools and small power tools
- General labor, including tasks such as shoveling, loading and unloading trucks and wheelbarrows, etc.

- Inside and outside painting
- General facility maintenance as directed by Borough Manager or Group Leader
- General cleaning of vehicles and equipment utilizing hand tools and small power tools
- Creating and maintaining records of tasks performed
- Must be able to work overtime, weekends, holidays, call-outs, scheduled overtime as needed
- Performing other assigned duties

F. NON-ESSENTIAL JOB DUTIES:

- Clerical duties that may be assigned from time to time
- Other duties not associated with general labor and maintenance
- May include other assigned duties

G. MINIMUM QUALIFICATIONS:

Candidate must:

- Be 18 years of age or older
- Have a high school diploma or GED equivalent
- Possess and maintain a valid PA driver's license, CDL Preferred
- Have a driving record that complies with insurance requirements of carrier
- Release access to driving record
- Have no job-related criminal offense record
- Consent to release of criminal background record

H. PHYSICAL DEMANDS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is required to communicate with co-workers. The employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to walk and sit; stand and climb, including climbing of ladders; balance, stoop, kneel, crouch or crawl; use upper and lower body extremities to propel. Specific vision abilities required by this job include peripheral vision, depth perception and the ability to adjust focus. Employee must be able to work outdoors in all climate conditions. Employee must be in sufficient physical condition to shovel and lift objects weighing up to 80 pounds. Employee must have the ability to withstand dust with or without protective equipment and must be able to work with and around flowers, trees and foliage. Employee shall utilize Personal Protective Equipment when necessary. Persons with disabilities will be provided reasonable accommodations if those accommodations enable the individual to perform essential job functions, including the physical demands and work environment conditions required by the job and specified in this position description, providing recommended accommodations do not create a hardship to the Borough.

I. TRAINING AND EXPERIENCE:

No specific training or experience is required for this entry-level position. Preference will be given to those candidates who possess a valid Commercial Drivers License. General construction experience preferred.

I have reviewed this Position Description and understand its terms. I further understand that I will be required to perform duties not specifically included in this Position Description.

Witness

Dated: _____



APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

			DATE
NAME			SOCIAL SECURITY NUMBER
LAST	FIRST	MIDDLE	
PRESENT ADDRESS		CITY	STATE ZIP
PERMANENT ADDRESS		CITY	STATE ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER?		Yes <input type="checkbox"/> No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes <input type="checkbox"/> No <input type="checkbox"/>			

LAST

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

FIRST

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

MIDDLE

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS: _____

NEATNESS _____ ABILITY _____

HIRED: Yes No POSITION _____ DEPT. _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____

APPROVED: 1. _____ 2. _____ 3. _____
 EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

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