

## CITY OF LOCK HAVEN

August 2020

**Job title:** Semi-Skilled Laborer: Public Works Department  
**Work Site:** Public Works Department, Lock Haven City Garage (99 Second Ave)  
**Work Hours:** (8Hrs/Day) (40 Hrs./Wk.) normally 5 days a week Monday-Friday  
**Salary / Benefits:** \$18.68 per hour, then after probationary period \$19.18 per hour  
**Supervisor:** Department Superintendent/Foreman who reports to the Public Works Director

**JOB DEFINITION:** This position involves semi-skilled manual work in the operation and maintenance of various public works projects. An employee in this class performs various work alone or assists other employees in the operation of small trucks, small plows, mowing equipment, loaders, tractors with attachments, weed trimmers, drills, safety equipment and various hand tools; ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use; performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; serves on various employee or other committees as assigned; assists water, sewer and street crews as needed. Employee will also perform related work as required. Employee will be assigned to all departments depending on work load, on a short term or long-term basis.

**EXAMPLES OF WORK PERFORMED:** Assists in construction of and repairs to streets and utility service lines of various sizes and materials. Assists the mechanic in making minor repairs to equipment. Makes water main service taps, construct manholes, drives pickups, dump trucks, and trucks with plows, operates mowers and tractors with attachments (up to 40 H.P.), operates and services air compressor, pumps and other related tools. Sets curb forms, loads and unloads materials, checks materials. Performs related work as required. Perform ditch line paving and work with live water mains. Perform brushing on embankments, mowing, and painting.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow oral and written instructions.
- Sufficient physical strength and freedom from disabling defects to perform assigned tasks.
- Ability to supervise other personnel that may be assigned to assist on an as-need basis.
- Ability to work outdoors in adverse weather conditions.
- Will be assigned to other departments as schedule allows or need arises.
- Willingness to work flexible hours, including second or third shift.
- Willingness to accept call outs and overtime when required.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to climb and descend slopes while operating brush cutting equipment.
- Ability to swim.

### SPECIAL REQUIREMENTS:

- Must possess a valid Pennsylvania driver's license, CDL preferred but not required.
- Ability to work in a confined space environment.
- Ability to climb ladders to enter and exit trenches and utility access holes.
- Ability to become a registered pesticide application technician.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from high school or GED equivalent, and  
Experience relating to construction, maintenance, or repair of utility infrastructure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must negotiate catwalks above pools of water.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.