

## CITY OF LOCK HAVEN

April 2021

**Job title:** Part-time Laborer  
**Work Site:** Public Works Department, Lock Haven City Garage (99 2<sup>nd</sup> Ave)  
Public property, Sewer, Streets, Water  
**Work Hours:** Hours/shifts vary between 7AM and 4PM, Monday-Friday, 40 Hrs/Wk  
**Salary:** \$11.49 per hour  
**Supervisor:** Department Foreman who reports to the Director of Public Works

**JOB DEFINITION:** This is part-time temporary work in general labor and landscaping including but not limited to mowing grass, pulling & cutting weeds, painting, shoveling, clearing brush, trimming shrubs, and maintaining and cleaning grounds, offices and buildings. The laborer will assist operators and maintenance personnel with these and other miscellaneous tasks. This position is a temporary seasonal position and will work 40 hours per week for 8 weeks, or not more than 320 hours worked over a 12-week period.

**DISTINGUISHING FEATURES OF WORK:** Work is performed under immediate supervision of a Foreman or designee. Work is assigned with general instructions on a project basis. Employee may receive training in the operation of equipment. Employee will receive training in proper use of safety equipment.

**EXAMPLES OF WORK PERFORMED:** Operates tractors, mowers, trimmers, light trucks, and other related equipment. Assists mechanic or other operators in making repairs to equipment. Keeps equipment clean and properly maintained. Maintain equipment records. Performs manual work on assigned projects when not operating equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Sufficient physical strength and freedom from disabling defects to perform assigned tasks.
- 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.
- 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.

**SPECIAL REQUIREMENTS:**

- Must possess a valid Pennsylvania driver's license
- Must be 18 years of age or older
- General electrical and mechanical knowledge helpful.
- Ability to work in a confined space environment.

**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 be physically agile and able to climb steps and ladders.
- The employee must be able to operate a mobile (vehicle mounted) radio and portable radio for safe operations and for effective communications with all personnel.
- 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.

#### 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, and will be required to work in below ground vaults, chambers, and utility access holes.
- 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.