

**Job Title:** Laborer

**Department:** Department of Public Works

**Reports To:** Superintendent of Public Works, Foreman of Roads and Buildings Maintenance, Foreman of Fields and Grounds Maintenance, Supervising Laborer

**Prepared Date:** September 2020



**Job Summary:**

Laborer person shall perform all required labor for the maintenance and construction of all township buildings, grounds, parks, pools, roads, sanitary sewer, pumping stations, storm sewers, vehicles, equipment, water storage, distribution system, debris collection programs, and other facilities of the township.

**Key Responsibilities:**

- Timely completion of the assigned job or task, and the quality of the work performed
- Capable of performing the physical work customarily assigned to Laborer
- Capable of working outdoors in hot, cold, and inclement weather conditions
- Having full knowledge of the range of materials available to perform a specific job and the ability to complete such job in a timely and efficient manner
- Responding to emergency call-outs, e.g. snow plowing, sewer back-ups, etc.
- Participation in the emergency stand-by program of the Township
- Capable of performing one or more if the following independently and without specific instruction, training or supervision from a Forman or the Superintendent of Public Works
  - a. Be willing and able to learn the operation of a back-hoe for excavation under unfavorable conditions, such as poor weather or emergencies (water main break, etc.), grading and landscaping.
  - b. Some knowledge in carpentry work.
  - c. Some knowledge in heating and HVAC equipment, including gas and oil fuel heating equipment, electric air-conditioning and refrigeration equipment and pump and motors is helpful.
  - d. Capable of performing the more difficult and extensive work required in both masonry and paving operations, including setting lines and grades, maintaining grade control, choosing proper asphalt and/or concrete mixes, obtaining proper asphalt compaction, choosing materials for masonry construction, and finishing all work in a skilled and professional manner.

**Minimum Qualifications:**

- 3+ years' experience in a local or county Public Works Organization
- Must possess and maintain a valid NJ CDL license.
- 3+ years managing the care, maintenance and upkeep of Township roadways and/or buildings and/or grounds and/or vehicles
- Possess excellent communication and project management skills