MONTGOMERY TOWNSHIP

Job Description

Laborer

Position Title	Laborer
Status	Regular, Full-time, Non-Exempt
Department	Public Works
Effective	October 02, 2001
Revised	March 2011; Nov 2014; May 202; October 2026

General Description

Performs manual labor in the maintenance and repair of Township parks, roads, buildings, facilities, traffic lights, street lights, property and vehicles.

Supervision Received

Under the direct supervision of the assigned Foreman with occasional direction from Director of Public Works.

Supervision Exercised

None

Essential Job Functions

- Maintains Township parks, roads, and facilities including planting, trimming and removing trees; raking leaves; general landscaping; seeding and mowing; maintaining basins, recreation and wooded/hiking areas; painting pavilions and sheds; repairing, replacing, installing and painting parks and roads fences and signs; repairing potholes; resurfacing streets; sealing cracks; removing snow and salting streets; sweeping streets; painting crosswalks and stop lines; raking stone and asphalt; directing traffic; installing and maintaining storm sewer in roads, inlets and creeks, including drainage, erosion and swale.
- May assist with electrical, plumbing, welding and carpentry; repairing Township-owned facilities; maintenance of traffic lights and street lights; maintenance and cleaning of facilities.
- Operation and routine maintenance of public works equipment, including hand tools (shovel, rake, pick, etc.) and power tools (jackhammer, chainsaw, string trimmer, whacker, lawn mower, tub grinder, chipper).

- Operation and routine maintenance of Township vehicles, such as dump trucks, front-end loaders and tractors.
- Maintains emergency responsiveness and availability during anticipated snow storms (salting and plowing), heavy thunderstorms, highway emergencies (e.g., spill disasters), traffic signal emergencies and other civil defense-type emergencies. Expected to work overtime and subject to “call-out” for these emergencies.
- Maintains effective public relations.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Perform related duties and responsibilities as required.

Job Standards

Minimum qualifications needed to perform essential functions.

- Practice and maintain safe equipment operations and safety knowledge of job responsibilities by adhering to departmental, local, State and Federal guidelines and laws.
- Ability to understand and follow instructions.
- Ability to handle tools and construction materials continuously; stand; walk; lift and carry up to 80 lbs.; push and pull up to 40 lbs. frequently.
- Ability to sit and perform fine manipulation, climb, balance, stoop, kneel, crouch or crawl, occasionally.
- Possess visual acuity (mid and far range vision, and field of vision continuously; near vision, depth perception and color vision, occasionally).
- Ability to withstand exposure to weather, vibration, high noise levels, traffic hazards and dusty conditions, occasionally.
- Ability to work with moving machinery, slippery and uneven surfaces, confined spaces, and unprotected and protected heights, occasionally.
- Ability to work closely with others.
- Ability to exercise proper judgment in selecting appropriate established guidelines to follow.
- Ability to interact effectively with others at similar levels in the Township as well as external contacts with the general public, contractors, etc.
- Ability to be able to understand standard operating procedures and rules and regulations within the organization.
- Knowledge of electrical, construction, landscaping, carpentry, mechanics or other related skills, preferred.

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Job Location

Various locations inside and outside Montgomery Township.

Equipment

Telephone; two-way radio; dump trucks; roller; shovel; rake; pick; tamper; sledgehammer; broom; jackhammer; chain saw; string trimmer; lawnmower; whacker; chipper; other equipment as required.

Education Experience and Training

- Possession of a valid Pennsylvania Class C driver's license, required; a valid Class A Commercial Driver's License (CDL) or the ability to attain the CDL A within one year of employment.
- High school diploma or equivalent, required.
- Successful results upon completion of pre-employment background checks, assessments or tests, as applicable, required.
- Prior experience with combination of electrical, construction, landscaping, carpentry, mechanics or other related skills, required.

Physical Demands of Position

In terms of an 8-hour workday, Never is less than 1%, Occasionally equals 1%–33%, Frequently equals 34%–66%, and Continuously equals 67%–100% of the time. Reasonable accommodation will be made as required by law.
Lift: Up to 20 lbs Continuously; 21–50 lbs Frequently; 51–100 lbs Occasionally.
Carry: Up to 20 lbs Continuously; 21–50 lbs Frequently; 51–100 lbs Occasionally.
Activities: Bending, Being around moving machinery – Continuously. Climbing, Reaching, Temperature/Humidity Changes, Driving, Dust/Fume Exposure, - Frequently. Crawling, Unprotected Heights – Occasionally.
Sit: 8 hours (4 hours at one time). Stand: 8 hours (4 hours at one time). Walk: 8 hour (8 hours at a time).

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Employee Acknowledgment

Per the signatures below, I acknowledge that my manager or Human Resources Manager has reviewed my job description with me, I have had the opportunity to ask questions, and I understand the duties and responsibilities of this position.

Employee (Print): _____ Date: _____

Employee Signature: _____

Human Resources Manager: _____ Date: _____

Position Title: Laborer