

**Open to the Public
May 7, 2018**

Laborer – Parks

Primary Duties: Performs routine manual work, usually of a repetitive nature; an employee in this class is responsible for performing duties primarily requiring physical exertion.

Salary: \$17.36 per hour

Work Schedule: 40 Hours per week; Monday - Friday 7:00 am – 3:30 pm.

This position requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.

Education, Training and Experience

Graduation from High School or completion of a GED is required.

Licenses and Certificates

Possession of a valid Pennsylvania State Driver's License

Full time, Full benefit package

Applications will be accepted until 5:00 PM on Tuesday, May 15, 2018.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Laborer	Job Code: 6471
Department: Public Works	FLSA: Non-Exempt
Job Grade: 26 - Bargaining	Effective Date: 10/1968
Reports To: Labor Supervisor	Revision Dates: 10/1992; 6/2008; 8/2012; 1/2014; 11/2015; 2/2018

Primary Function

Performs routine manual work, usually of a repetitive nature; an employee in this class is responsible for performing duties primarily requiring physical exertion.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
 - Uses manual and/or power operated tools on routine tasks.
 - Loads and unloads gravel, dirt, leaves, sewer pipes, timber, chemical, materials, tools and equipment.
 - Cleans sewers, inlets and water systems; washes windows, walls and cleans building.
 - Loads and unloads materials such as dirt, asphalt, salt, storm drain pipes, and sign materials.
 - Performs routine maintenance of equipment and vehicles.
 - Performs extreme physical labor for extended periods of time under all weather conditions with the ability to lift objects weighing up to one hundred (100) pounds.
 - Manually removes litter from right-of-ways and easements.
 - Climbs ladders.
 - Manipulates both large and small tool parts.
 - Operates vehicles of various descriptions.
 - Removes and replaces various types of pavement.
 - Operates various tools including, but not limited to, jackhammer, pavement breaker, shovel, sledge hammer, post driver, tamp bar, chain saw, and weed eater.
 - Performs manual labor involving loading and unloading trucks, digging of ditches, felling and trimming of trees, cutting brush, and similar tasks.
 - Uses a jackhammer and other power driven equipment.
 - Digs holes and trenches.
 - Drives and operates Public Works vehicles and equipment.
 - Restores streets; finishes surfaces to line and grade.
 - Responsible for maintaining the street cans that are sometimes overflowing from the week-ends and special events downtown. Responsible for citizen complaints, emergencies, storm damage, etc. that come in after the second shift has ended.
 - Performs inlet cleaning, leaf removal and snow & ice control.
 - Performs additional work duties as assigned.
- **Bureau of Wastewater-Collections**
 - Assists with televising operations as camera assistant.
 - Removes and replaces storm drains with assistance which can weigh up to 285 pounds.
 - Removes and replaces manhole covers which can weigh up to 165 pounds.
 - Performs heavy manual labor to install, maintain, clean and repair water and sewer lines/mains, fire hydrants, manholes and valves.
 - Performs construction of basic repairs on water and sewer lines of various sizes, shoring of ditches, and confined space entry.
 - Carries equipment and materials for maintenance and repair of water/wastewater utilities such as opening manholes, vaults; shovels and carries heavy loads.
 - **Streets/Parks Departments – Night**
 - Tickets the No Parking Signs in the uptown Business District (2 a.m. to 6 a.m.)
 - Performs survey to report all lights that are out including street lights and lights out at City owned facilities and parks.
 - **Streets/Parks Departments – Day**
 - Cuts grass with power equipment and hand tools.
 - Erects and/or replaces street signs; drills holes in concrete and installs sign posts; sets up and removes traffic concrete.
 - Prepares grade for paving machine; spreads stone chips on street; puts concrete and shovels asphalt mix in the repairs and construction of City streets.

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- Assists with maintenance and repair of rain gardens and storm water projects.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Ability to operate a vehicle on private and public streets is required.
- Proven ability to work well under pressure and to maintain positive interactions is required.
- Positive interpersonal skills are required.
- Proven ability to multi-task in a fast-paced environment is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

Bureau of Wastewater-Collections

- Ability to climb up/down ladder wells and climb unprotected heights is required.
- Ability to safely enter/exit and work within manholes and/or confined spaces is required.

Education, Training and Experience

- Graduation from High School or completion of a GED is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License.

Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise, pollution.
- Exposure to waste products.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

- Requires standing, bending, walking and sitting and climbing in the performance of duties up to eight (8) or more hours a day.
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- Must be able to perform frequent overtime work which may involve late night or early morning hours.
- Must have sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 100 pounds.
- Requires the use of hand tools.

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- Requires the use of air tools, hydraulic tools, and/or electric tools such as jackhammers, pavement saws, tampers.
- Requires performance of duties occasionally under unfavorable weather conditions.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.