



**TARENTUM BOROUGH  
ALLEGHENY COUNTY, PENNSYLVANIA**



**JOB DESCRIPTION**

**JOB TITLE:** Laborer

**DEPARTMENT:** Public Works Department

**STATUS:** Existing Position

**TERMS:**

- 1) Full-time
- 2) Hourly position
- 3) Non-exempt position, Union

**SUPERVISION:** Public Works Director

**SUMMARY OF DUTIES**

Performs a variety of routine and complex tasks in construction, contracting, maintenance, repair, and upkeep for various labor projects within the Borough and drives a variety of vehicles in the performance of duties, including winter maintenance, groundskeeping, maintenance, and repair.

**SUPERVISION EXERCISED**

None generally, but may act as a crew or group leader if so designated by the Public Works Director or designee.

**TYPICAL DUTIES**

- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand. Also drives trucks in the performance of duties related to winter maintenance operations.
- May operate special equipment, such as a street sweeper, grader, backhoe, front-end loader, etc. Maintains a variety of records relating to inspections and maintenance activity.
- Determines the locations of power, water and sewer lines from the appropriate sources prior to excavation. May need to be aware of marked gas, telephone, and television lines.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Utilizes mobile devices, work order systems, electronic communication tools, and other technology necessary to perform assigned duties.
- Assists with hydrant maintenance, valve operations, water service repairs, meter installations, leak investigations, and other water distribution activities.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards. Operates a variety of power construction and maintenance equipment. Installs and repairs signs.



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- Break or cut bricks, stones, or blocks to their appropriate size and lay bricks, blocks, or stones, including mixing mortar or grout and spreading as required.
- Read blueprints or drawings to calculate materials needed and ensure that a structure is perfectly vertical or horizontal.
- Performs labor, maintenance, and upkeep for projects and objectives related to park and community groundskeeping, landscape areas, and public property.
- Assists in establishing and maintaining safe work zones, traffic control devices, barricades, and detours in accordance with applicable safety standards.
- Expected but not required to be available for overtime, if called upon.
- Responds to emergencies including storm damage, roadway hazards, flooding, fallen trees, utility emergencies, and other public works incidents. May be required to work overtime, evenings, weekends, holidays, and emergency call-outs.
- May assist in other jobs and functions of the Public Works Department, Water Distribution Department or Electric Department, if necessary.
- Other duties that are a logical progression of this job that may be assigned by the Public Works Director.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience**

- (A) Graduation from high school or GED equivalent.
- (B) Five years of experience in the construction trade, specifically operating heavy equipment, installing pipe, and plowing snow, is desired. Also, two years' experience driving a large dump truck is desired.
- (C) Required to obtain a Class E water distribution license within 18 months of hire.

**Necessary Knowledge, Skills and Abilities**

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment;
- (C) Ability to perform heavy manual tasks for extended periods of time;
- (D) Ability to work safely;
- (E) Ability to communicate effectively verbally and in writing;
- (F) Ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public;
- (G) Must be a United States citizen; and
- (H) Ability to understand and carry out written and oral instructions.
- (I) The applicant must possess a valid State driver's license.



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**TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump trucks, pickup trucks, utility trucks, tamper, plate compactor, saws, pumps, aerial kettles, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radios, phones, and ditch witches.

**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 25 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 accommodation 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. May be required to work in extreme heat or cold conditions. May be required to work in confined spaces. 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.

**GENERAL CRITERIA**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The successful candidate must pass a background investigation, including Criminal history, employment history, and education history. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and the job's requirements change.