

DPW Laborer

Borough of Archbald

April 3, 2023

Deadline: Friday, April 14, 2023

POSITION: DPW Laborer

DEPARTMENT: Department of Public Works

SHIFT: Monday – Friday, 7:00 am – 3:30 pm

STARTING RATE: \$22.76-\$28.44/hr.

VACANCIES: One (1) Full-time

Qualified, interested candidates **must submit a letter of interest, current resume and application.** Email: archbaldadmin@archbaldboroughpa.gov

The Borough of Archbald is an equal opportunity employer. Position description available upon request.

Position Summary

Typical job duties may include but are not limited to:

This is a semi-skilled maintenance position performing general labor in support of a wide range of public works projects to maintain and upgrade the Borough's infrastructure. The work includes activities which range from roadwork, utility system maintenance, grounds keeping, facilities maintenance, recycling and related work. The work is performed under the direct supervision of the Working Foreman. This is a bargaining unit position.

An employee in this position may be called upon to do any of the following essential functions.

- Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
- Maintains daily logs of projects and the equipment, vehicles and materials used.
- Participates in the routine maintenance and basic repair of Borough equipment and vehicles. Records preventative maintenance activities according to established procedures.

- Provide manual labor in support of the regular maintenance and special projects related to Borough streets, sidewalks, parking lots, alleys and related infrastructure. Labor may involve patching, curb repair and construction, manhole maintenance, snow and ice removal, traffic sign repair or replacement, pavement markings, streetlight maintenance, and other projects as assigned.
- Under adequate supervision will provide maintenance support and special projects associated with Borough utility infrastructure. Labor may involve storm and sanitary sewer lines, and water meters. Participates in regular meter reading activities and shut-offs.
- Performs general and skilled maintenance and custodial tasks on Borough buildings and facilities. Cleans Borough buildings and facilities and completes basic repairs with the exception of those duties performed by the contracted custodian.
- Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimmings and removal, chipping, leaf pick-up, brush pick-up, storm clean-up and other activities as required. Maintains parks and associated facilities as directed.
- Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as loader, man lift, dump truck, tractor, mower, blower, and others.
- Picks up refuse including yard waste and recycling and transports for appropriate disposal.
- Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to the DPW Councilman/Councilwoman and/or Borough Manager.
- Assists with special events and seasonal projects. Puts up seasonal decorations, places barricades for parade routes and prepares Borough buildings, parks and grounds.
- Responds to emergencies and is available on stand-by basis, as per the collective bargaining agreement.
- Perform special projects as assigned.

Minimum Qualifications

Graduation from High School education or equivalent (GED) along with one or more years of responsible work experience in general labor, construction or related field. A valid Pennsylvania Driver's license is required. A Commercial Driver's License is also required.