

Borough of Seven Fields

Job Title — Public Works Laborer
Position Monday-Friday
7:00 a.m. to 3:30 p.m. Hourly
Salary Grade 1

JOB DESCRIPTION:

This full-time employee is responsible for the overall field operations of the Borough of Seven Fields' water system and the public works activities of the Borough including roads, park and building maintenance activities. The Public Works Laborer reports directly to the Public Works Supervisor.

Maintenance worker's job is to perform routine and extensive range of work in the repair and general maintenance of facilities, buildings, and equipment under general supervision. They execute work within established procedures and process under both verbal and written instructions.

DUTIES:

- Installs, tests, reads and repairs water meters
- Performs water tap connections and inspections
- Maintains and repairs fire hydrants
- Performs water line repairs
- Maintains roads, catch basins and drainage swales
- Posts and maintains traffic regulatory signs and other road posting devices
- Performs snow removal activities on roads and borough-owned parking lots and walkways
- Performs landscaping maintenance activities, including grass mowing, fertilization, plant installation, watering, weeding, etc.
- Performs general building repair and maintenance activities, including basic plumbing, electrical and mechanical repairs and maintenance
- Empties garbage at all public parks and facilities
- Performs general pool maintenance and repair activities
- Maintains cleanliness and repair of Borough Office and Community Center
- Assists with set-up/clean-up for community events/activities
- Performs handyman activities as requested, such as painting, installing small pieces of equipment, etc.
- Performing repair or general Maintenance work of facilities, buildings, grounds, and equipment at various sites including electrical, carpentry, plumbing, masonry, and painting tasks.
- Repairing and treating structures such as showers, floors, sinks, walls, carpets and roofs.
- Performing minor repairs, troubleshooting, and adjustment of locks on cabinets, locks, closets, desks.
- Repairing door hinges, cleaning plugged key slots, changing filters on ventilating, heating, and air conditioning units.
- Servicing kitchen, appliances, and emergency equipment, reporting mechanical malfunctions to party for action.
- Moving and assisting in transportation of furniture and equipment.
- Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
- Performs preventive building maintenance duties, caulks windows and doors, repairs and replaces broken windows.

- Performs routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
- Performs routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
- Purchases supplies, equipment, and materials necessary to complete projects.
- Assembles and moves furniture, hangs pictures and bulletin boards, makes name plates, moves and sets up tables and chairs.
- Repairs and replaces door knobs or locks, repairs door closures, patches holes in walls.
- Paints interior and exterior walls.

REQUIRED KNOWLEDGE AND SKILLS:

- General knowledge of landscaping maintenance
- General handyman knowledge
- Knowledge of basic plumbing and electric
- Knowledge of mechanical pool operations
- Knowledge of road maintenance and snow removal
- Ability to operate heavy equipment (i.e. — backhoe, skid steer/skid loader)
- Knowledge of a variety of building maintenance procedures and techniques.
- Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings.
- Knowledge of occupational hazards and safety precautions.
- Skill in reading and following blueprints and assembly instructions.
- Skills in following safety practices and recognizing hazards.
- Ability to communicate effectively, both orally and in writing.
- Ability to use efficiently various power and hand tools.
- Should follow oral or written instructions.
- Ability to establish and maintain effective and cooperative working relationships.

REQUIRED CERTIFICATIONS AND LICENSES:

- Valid PA Driver's License
- Criminal Background (Act 33 & 34 Clearance)

EDUCATION AND QUALIFICATIONS:

- Degree or high school education in any field from an accredited college.
- A valid driver's license

SUMMARY:

Under limited supervision, performs a variety of semi-skilled work in the maintenance of Borough properties; and performs related duties as assigned.

JOB/PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Two years of experience in a public works and/or water distribution position with two years minimum of backhoe experience. Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The Borough of Seven Fields promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.