

Custodian/Laborer

Job Description

General Purpose:

This class is responsible for performing duties primarily requiring physical exertion. Work involves the use of manual tools on routine tasks and occasionally the use of smaller power operated tools for a limited time. The duties of employees in this class range over a wide variety of municipal activities, includes light and heavy physical labor, indoor and outdoor work, and work in groups or alone depending on the location and nature of the assignment.

Position Status:

40 hours per week position, as scheduled pursuant to administrative policies and collective bargaining agreement.

This is a nonexempt, union position represented by the American Federation of State, County and Municipal Employees (AFSCME).

Supervision is received oral and written instructions from the Public Works Director and/or his/her designee. Work is reviewed through field visits and written and oral reports.

Supervision Received:

Works under the direct supervision of the Director, Crew leader, as assigned, for the Department of Public Works

Essential Duties and Responsibilities:

Routine cleaning of the entire Public Safety Building and City Hall. Removal of garbage, cleaning floors, cleaning windows, cleaning bathrooms, sweeping, mopping, and restocking paper products also provide general cleaning in these areas as directed by the supervisor. Maintain a clean and safe environment in all City owned parking garages. Emptying trash receptacles including but not limited to the Central Business District.

Assisting in the general upkeep, including all city streets and sidewalks

Maintenance and repair of all City property and facilities including City Hall, Public Safety Building, Highway Garage, City Repair Shop, Parking Garages, Fire Stations, Electrician's Building, "D" St. Garage, Central Park and Downtown mini-parks, Playgrounds, Point Stadium, and Roxbury Park.

Digs trenches with pick and shovel for the repair of storm sewers, ditch lines, etc.; backfills excavation after repairs have been completed.

Mixes concrete with shovel, using the correct amounts of sand, cement and water.

Pushes wheelbarrow to move sand, asphalt, debris or stone for street repairs.

Sweeps walks; cuts grass with a push-type lawn mower and/or weed edger; removes refuse and paper from public grounds and buildings; trims hedges and picks up leaves/yard waste.

Sweeps refuse on streets and in gutters and alleys with a heavy push broom and gathers into piles for removal.

Loads and unloads heavy material from trucks and vans; moves or aids in moving heavy boxes or equipment and large bulky objects.

Assists in snow and ice removal by the use of shovels, snow blowers and/or four-wheelers with a plow.

Rakes/lutes blacktop for street cuts and pothole patching, street resurfacing.

Operates various equipment for hauling and snow removal.

May operate other construction or power equipment.

Performance of other work assigned by Director and or Supervisor.

Peripheral Duties:

May be temporarily upgraded to a higher classification as qualified.

May serve as member of various employee committees, including safety.

May attend training seminars as required

Experience and Training:

Graduation from High School or equivalent and three (3) years' experience in public works construction, maintenance and/or repair work or any equivalent combination of experience and training which provides the required skills, abilities and knowledge.

Tools and Equipment Used:

Hand tools such as shovel, rake, lute, etc.

Small hand power tools such as chain saw, snow blower, etc.

Various kinds of trucks, including riding or walk-behind lawnmowers; four-wheelers with plow.

Mobile two-way radio.

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.

Work is performed in outdoor locations. Hand-eye coordination is necessary to operate listed tools and equipment.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl; and climb and balance.

The employee must frequently lift and/or move up to 100 pounds, and occasionally lift and/or move objects in excess of 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places. The employee is occasionally exposed to wet, humid conditions (non-weather); fumes or airborne particles; extreme heat (non-weather); and vibration.

The noise level in the work environment is usually loud, due to the operation of work equipment or the presence of heavy traffic.

Minimum Qualifications:

Ability to perform physical tasks including lifting, digging, shoveling, sweeping, cutting, mowing, tamping and bending and other manual labor in the course of equipment operation and performance of assigned duties.

Ability to work in confined or restricted work areas.

Ability to operate a variety of equipment and power tools including hydraulic and pneumatic tools and equipment.

Ability to operate a variety of motor vehicle equipment including pick-up trucks, one-ton trucks, tractors, mowers, etc.

Ability to perform duties safely according to established safety practices and procedures.

Ability to accept and share responsibility for the satisfactory completion of assigned duties.

Ability to perform effectively in all types of weather conditions, withstanding prolonged exposure to extreme weather conditions.

Ability to withstand prolonged periods of standing and sitting and operating a motor vehicle for long periods of time.

Ability to establish and maintain effective working relationships with other employees, supervisors and the general public contacted in the course of work.

Ability to understand and follow oral and written instructions and sketches.

Ability to Work 2nd and 3rd shift and/or evenings and weekends. Available for overtime for emergencies, and special events as needed. Must be able to work 12-hour days.

Participates in snow and ice removal from sidewalks, streets, parking lots and parking garages.

Some knowledge of hand tools and the standard practices of labor operations; knowledge of the traffic laws of the Commonwealth of Pennsylvania

Skill in the use and care of the listed tools and equipment, including under adverse weather conditions

Ability to read, write and understand the English language.

Ability to meet the attendance requirements of the position.

Job Type: Full-time

Pay: \$15.46 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- On call

