

Open to the Public  
September 9 – September 17, 2019

**Laborer – Streets**

**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:** \$17.79 per hour

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

**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

**Comments**

- Must be able to perform frequent overtime work which may involve late night or early morning hours.
- This position requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.

**Full time, Full benefit package**

***Applications will be accepted until 5:00 PM on Tuesday, September 17, 2019.***

The City Job Application and full job description are available at [www.cityoflanasterpa.com/city-job-listings](http://www.cityoflanasterpa.com/city-job-listings)

**The City of Lancaster is an Equal Opportunity Employer**

# City of Lancaster Job Description



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

## 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.

# City of Lancaster Job Description



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

- 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.
- 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.

# City of Lancaster Job Description



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

- 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.