

PUBLIC WORKS LABORER

The Borough of Whitehall is seeking qualified candidates for the position of Public Works Laborer. This position works under the supervision of the Public Works Supervisor. Applicants should be able to perform a variety of semi-skilled and skilled maintenance work; operate a variety of equipment and vehicles and perform semi-skilled trades work. Electrician experience preferred. Resumes may be submitted by April 30, 2022 via email to cwertz@whitehallboro.org or by fax at 412-884-1160.

March 31, 2022
South Hills Record
Run One Time

PUBLIC WORKS DEPARTMENT LABORER

Position Summary

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of sewer, street, storm drainage facility and systems and Park and Recreation facilities. In addition, this position requires the operation of various contractor's equipment and vehicles as well as the performance of a semi-skilled journey level trades work in constructing and maintaining Borough facilities. This Laborer works under the general supervision of the Public Works Supervisor. This position is non-exempt under the FLSA.

Essential Duties and Responsibilities

A. General

- Get to and from work site for the times scheduled.
- Timely report to work.
- Climb in and out of a vehicle frequently throughout the day.
- Stand/walk on concrete, uneven areas of pavement and non-pavement (grass, dirt, gravel) for lengthy periods of time throughout the workday, with limited, brief, intermittent breaks, and a scheduled lunch break.
- Often subject to inclement weather conditions.
- Frequently lift approximately 50 lbs. throughout the workday.
- Use hands/fingers to operate tools and equipment controls.
- Climb, balance, stoop, kneel, crouch, and crawl throughout the workday.

B. Specific

- Performs required labor involved in construction and maintenance projects, including loading and unloading heavy material from trucks and vans, and moving or aiding in moving heavy boxes or equipment and large and bulky objects.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates trucks of various sizes and weights, small equipment and tools and construction and power equipment such as mechanized broom, back-hoe, high light, dump truck, snowplow, mowing equipment, winches, etc.
- Maintains repairs and installs various items needed within Borough facilities such as doors, cabinets, ceiling and floor tile, window glass and any general items in need of repair or construction.
- Performs skilled work in reconstructing, maintaining, and repairing electrical systems, plumbing and equipment.
- Cleans and mows parks and playground areas, maintains adjacent buildings, and keeps recreation areas, including court surfaces, free of debris and dangerous obstructions. General repairs.

- Performs repairs to sewer systems, streets and storm drainage systems to ensure that all aspects of the systems are functioning properly.
- Operate motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, high-lift, backhoe, chipper, tamper, plate compactor, saws, pumps, ditch witch, mowing equipment compressors, sanders, generators, common hand and power tools such as saws, drills, sanders, hammers, shovel, wrenches, detection devices, mobile radio, phone.

Qualifications

A. Education/Experience/Licenses/Certifications

- Graduation from high school or GED equivalent, and approximately three (3) years of experience involving the use of medium equipment as well as experience in carpentry and related building trades. Licensed and registered as a plumber and/or electrician in Allegheny County is desirable, but not mandatory.
- Must possess a valid Pennsylvania Driver's License at the time of employment.
- Must have and maintain a valid Pennsylvania Driver's License and acceptable driving record throughout employment.

B. Necessary Knowledge Skills and Abilities

- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- Working knowledge of the practices, methods, materials, and tools used in carpentry, brick and concrete, facilities maintenance, and electrical distribution system maintenance work, working knowledge of the hazards and safety precautions common to municipal construction, maintenance, and repair activities.
- Skilled in the operation of listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to understand instructions and directions verbally and in writing using the English language; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

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 Borough intends to comply with the Americans with Disabilities Act and its amendments. In doing so, the hiring process is to be open and accessible to all qualified persons without regards to disability. For requests for accommodation as to the essential functions of the job or employment process, contact the Borough Manager.

Physical Demands – Public Works Laborer

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 as listed above.

- Frequently operate motor vehicles and a variety of machinery and equipment (including tractors, lawn mowers, weed whackers, chainsaws, shovels, hoes, rakes, pruning equipment, hand tools, etc.)
- Occasionally exert up to 75 lbs. of force to lift, carry, push, pull or otherwise move objects.
- Frequently move up to 50 lbs. of force to lift, carry, push, pull or otherwise move objects.
- Constantly move up to 10 lbs. of force to lift, carry, push, pull or otherwise move objects.
- Frequently use force to move or drag objects.
- Frequently required to stand, bend, stoop, kneel, crouch, crawl, and squat.
- Frequently required to reach with hands and arms.
- Frequently required to use hands to finger, handle and feel (i.e., to use hand tools, landscaping, and maintenance equipment) and to have the motor coordination to coordinate hands and eyes rapidly and accurately.
- Vision requirements include color vision, depth perception, distance vision and ability to adjust focus.
- Occasionally must talk and hear in environments with high degree of background noise (i.e., around lawn mowers, etc.)
- Frequently must talk and hear in environments with medium degree of background noise (i.e., public street)
- Always able to safely operate a motor vehicle (if applicable)
- Must be able to work in inclement weather conditions and other varied work conditions.
- Must be able to work in indoor, outdoor and/or undeveloped (natural) work environments.
- Outdoor environments can include all types of inclement weather, unstable footing, etc.



Whitehall Borough

100 Borough Park Drive
Pittsburgh, PA 15236

Employment Application

Applicant Information

Full Name: _____ Birth Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____