

Borough of Paulsboro

Posted:

Deadline:

An Equal Opportunity Employer

Job title: Laborer – Truck Driver

Work Location: Borough of Paulsboro

Division/Department: Public Works Department

Reports to: Public Works Director (Streets and Highways) or other supervisors as needed and directed

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

- Under supervision, performs varied types of manual and unskilled laboring work, and may drive a truck in connection with laboring work on occasion; does other related duties as required.

- ***The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed***

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures
- Loads, lifts, and moves supplies, materials, furniture, and equipment.
- Digs trenches and does manual grading.
- Collects trash recyclables, rubbish and other refuse.
- Cuts grass.
- Trims hedges.
- Waters lawns, flowers, and vegetable beds.
- Loads and unloads trucks.
- Shovels snow.
- Shovels gravel and sand.
- Mixes cement and mortar.
- Places forms used in concrete work.
- Performs cold patching.
- Cleans up underbrush, foliage, vines, and weeds.
- Cuts down trees.
- Digs out stumps of trees, and digs out and destroys poisonous vines, weeds and undergrowth.
- Learns to operate construction and/or maintenance equipment.
- May learn to operate a pneumatic drill.
- May learn to operate and make minor repairs to street, road, and related public works equipment.
- May rake asphalt mixtures used in paving to proper thickness and grade.
- May distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair.
- May patch joints and edges of pavement with asphalt cement.
- May tamp and smooth asphalt pavement.
- May operate and maintain asphalt heating kettle.
- May perform the routine work involved in painting of interior

- and exterior structures.
- Sweeps streets and sidewalks.
- Cleans sewers and water inlets.
- Pries and hammers apart sections of wall and roof.
- Loads debris into truck for removal.
- Sorts, piles, and cleans salvageable brick, stone, lumber, and metal work.
- Under direction, may learn to make routine repairs to valves, fittings, pipe sections or other equipment used in the area of assignment.
- Operates various pieces of equipment including but not limited to leaf vacs; backhoes; dump trucks; bucket trucks, street sweepers.
- Will be required to obtain a CDL license within one year of hire.

Education and/or Work Experience Requirements:

- **LICENSE**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

KNOWLEDGE AND ABILITIES

- Knowledge of the methods, materials and supplies used to perform varied types of manual and unskilled tasks
- Must be able to read, understand and communications various safety measures required for the position
- Ability to perform manual tasks either alone or as a member of a group.
- Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.
- Ability to follow prescribed instructions.
- Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks.
- Ability to follow safety precautions in the operation of assigned tools and equipment.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

- Must be able to lift and carry up to 50 lbs
 - Must be able to bend, climb ladders, operate power tools and machinery.
 - Must be able to move, walk, traverse, and complete physically demanding tasks
 - Must be able to lift, raise materials, tools above their head,
 - Work in adverse weather conditions, including rain, snow, wind, and varying temperatures.
 - Must be able to climb in and out of trucks, and enter and exit other public works equipment and vehicles.
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- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned;
- This job description is subject to change at any time.

Print Employee Name:

Employee signature:

Date: