

TOWNSHIP OF DENNIS

Job Description

JOB TITLE: Part-Time Laborer – Public Works

EXEMPT:	No	JOB CODE:	02248
SALARY LEVEL:	\$ 13.00 to \$25.00 hour	SHIFT:	Flexible
DEPARTMENT:	Public Works	LOCATION:	Public Works Building
EMPLOYEE REPORTS TO:	Superintendent of Public Works or designee		

SUMMARY: Under direction, primarily performs varied types of manual and unskilled laboring work; may drive a truck in connection with laboring work on occasion; does related work as required by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Others duties may be assigned)

Loads, lifts, and moves supplies, furniture and equipment.

Collects, garbage, trash and/or recyclable materials

Cuts the grass, mows lawns, trims hedges, waters lawns, flowers and vegetable beds.

Loads and unloads trucks.

Shovels and/or removes snow.

Cleans up underbrush, foliage, vines and weeds, helps cut down trees, digs out stumps of trees, digs out and destroys poisonous vines, weeds and undergrowth.

Helps clean sludge beds, sweeps streets, cleans sewers.

Does light carpentry work.

Loads debris into truck for removal; sorts, piles, and cleans salvageable materials.

Occasionally or incidentally drives trucks, mowers or other motorized equipment.

Either working alone or as one of a group, washes and cleans windows/floors, polishes floors, and dusts desks, tables, chairs, and other furniture.

Cleans business offices, halls, gymnasiums, auditoriums, lavatories, and other buildings.

Polishes metal fixtures/trimmings.

Keeps order in lavatories and locker rooms.

Arranges equipment, materials, and articles in an orderly manner.

Deposits sweepings in trash cans.

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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid New Jersey Driver's License.

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.

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

The employee must regularly lift and/or move up to 50 pounds, frequently lift and /or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to vibration.

The noise level in the work environment is usually loud.