

Job Description

Job Title: Laborer/Operator
Classification: Part-time
Department: Public Works
Reports To: Borough Manager or Borough Designee
Direct Reports: No supervisory responsibilities
Expected Work Hours: Part-time seasonal. Up to 30 hours a week.
Salary Range: Competitive wage based on experience.
Closing date: Resumes accepted until position is filled.
Submit cover letter and resume to: leesportboro@comcast.net

Position Summary

Laborer/Operator performs a wide variety of routine and complex manual labor tasks in construction, maintenance, repair, and upkeep for various labor projects within the Borough. The position requires the operation of trucks, snowplow, heavy equipment, hand tools, motorized equipment, mowers, tractors, and various other equipment in all weather conditions. Assignments are supervised and outlined by borough designee who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgment in safety, work methods and planning detail.

Duties and Responsibilities

- Shift/Schedule of Hours: as needed
- Employee will perform a wide variety of routine and complex manual labor tasks in construction, maintenance, repair, and upkeep for various labor projects within the Borough.
- The position requires the operation of trucks, snowplow, heavy equipment, hand tools, motorized equipment, mowers, tractors, and various other equipment in all weather conditions.
- Assignments are supervised and outlined by borough designee who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations.
- Employees in this position are expected to exercise some judgment in safety, work methods and planning detail.
- Ability to understand written and verbal instruction
- Demonstrate basic mechanical skills and able to operate vehicles and equipment (e.g. dump truck, snow removal equipment, skid steer, forklift, backhoe, manual and motorized equipment, basic hand tools etc.)
- Perform routine maintenance on borough equipment as the need arises.
- Perform light electrical, plumbing and mechanical repairs
- Perform various winter maintenance physical duties as assigned, including but not limited to snow plowing, application of road salt and related materials, painting, equipment repairs, and equipment maintenance
- Maintain safety standards while performing assigned duties

- Effectively use light equipment (hand tools and power tools) as needed, depending on the jobsite/assignment
- Organize and clean work areas
- Flexible in reporting to work on an as-needed basis for emergency reasons
- Interacting with co-workers, elected officials and the public in a civil, professional manner

Qualifications

- Demonstrated knowledge of tools and equipment used in construction and maintenance
- Knowledge of light, medium, and heavy operating procedures
- Knowledge of construction, maintenance and repair practices and procedures for buildings and roads
- Experience operating manual and power tools
- Able to lift heavy objects of up to 100lbs
- Able to perform physical labor, manual tasks or operate equipment for extended periods of time
- Able to work in adverse outdoor weather conditions
- Able to stand, sit, bend at the knees and waist, kneel, frequently and sometimes on an extended basis
- Able to carry out written and oral directions
- Able to work without direct supervision
- Be a high school graduate or equivalent and at least 18 years of age
- Must possess a valid PA driver's license, and must have an insurable driving record
- Reliably transportation

Benefits

- Rate of Pay: \$20.00 to \$22.00 per hour (Based on experience)

Updated: 3/13/2025