



## City of Coatesville Job Description

### Job Specifics

<b>Title:</b>	<b>LABORER</b>
<b>Classification:</b>	<b>Full Time</b>
<b>Reports To:</b>	Director of Public Works
<b>Employer:</b>	City of Coatesville
<b>Salary:</b>	Per contract
<b>Posting Date:</b>	2021

### Position Background

This is unskilled and semi-skilled manual work performed under close supervision according to established routine or assignment. Employee generally works in a particular department and gains one or more specialized skills in the performance of his duties in that department. Assignments may be given in detail for each job or work may follow an established routine.

### Job Summary

- Hand sweeps streets, gutter, and alleys and cleans catch basins and loads dirt and leaves from this work onto trucks.
- Shovels snow from streets and sidewalks and spreads salt on sidewalks and icy street.
- Pulls weeds, picks up paper, empty trash cans and mows grass in City parks.
- Sweeps, scrubs, mops and polishes floors and walls and performs related custodial duties.
- Performs minor and routine maintenance work such as rough painting and simple equipment repair work.
- Cleans and fills street cracks, patches potholes and other areas with asphalt.
- Picks up recyclable at curbside.
- Installs street signs, paints curbs and washes city vehicles.
- Performs related duties as required by the Director of Public Works and/or the Foreman.

### **Minimum Qualifications**

- ❑ This position requires a high school diploma; or equivalent. Experience in performing manual labor tasks is preferred.

### **Knowledge, Skills and Abilities**

- ❑ Must be able to follow oral and written instructions.
- ❑ Should have a working knowledge of basic maintenance work.
- ❑ Knowledge of hazards and applicable safety precautions of the work
- ❑ Should have a CDL (Commercial Driver's License) or acquire a CDL within 6 months of hire date.

### **Working Conditions**

- ❑ Laborer work is performed both indoors and outdoors and may be done at a surface environment
- ❑ All laborers should expect to do a considerable amount of lifting, carrying, climbing, kneeling, balancing, and even crawling. Thus, a certain amount of strength, dexterity, and alertness is required.
- ❑ Because laborers work is so many varied conditions, they must be very knowledgeable of the hazards and safety requirements of the job

### **Disclaimer**

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

This job description is intended to convey information essential to understanding the scope of the Laborer position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

The City of Coatesville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.