



City of Coatesville Job Description

The City of Coatesville is one of the fastest growing urban areas in the region. Coatesville is a dynamic and diverse community experiencing economic revitalization. City employees are valued members of a team that collaborate, improve and succeed together. The City offers exceptional benefits, competitive wages, a supportive and positive working environment, and opportunities for professional development. The City of Coatesville is an Equal Opportunity employer.

Job Specifics

Title:	Part time Laborer
Classification:	Part-Time
Union Affiliation:	AFSCME
FLSA Classification:	Non-Exempt
Reports To:	Public Works Crew Leader
Employer:	City of Coatesville
Salary:	Per contract; \$18 per hour

Position Summary

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.

Essential Duties & Responsibilities

- ☐ 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

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 in so many varied conditions, they must be very knowledgeable of the hazards and safety requirements of the job

Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following: frequent sitting for extended periods of time, twisting, reaching above the shoulder, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Occasional kneeling, bending, stooping and squatting may be required of this position. Must be able to communicate and be understood clearly.

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.