



NEW BRITAIN TOWNSHIP JOB DESCRIPTION

Job Title:	Laborer/Driver/Equipment Operator	Date:	January 2025
Department:	Public Works	Status:	Regular, Full-time, Non-Exempt, Hourly
Incumbent:		Supervisor:	Public Works Foreman

Position Summary:

The Public Works Laborer/Driver/Equipment Operator is responsible for carrying out all tasks and assignments related to the maintenance of township roads, township properties, and township facilities. This position works under the general direction and supervision of the Public Works Foreman and/or Superintendent.

Examples of Work – This is not an exclusive list but merely a few examples:

Performs necessary road work as assigned including drainage, pipe replacement, patching, paving, line painting and installation of signs;

Maintains township grounds including mowing grass, trimming, weeding, tree trimming, planting and maintaining flower beds, painting (latex may be used), trash removal;

Responsible for snow plowing and deicing of township roadways, township parking areas;

Responsible to carry out all work assigned by the Township Manager, Public Works Superintendent, and/or Public Works Foreman;

Performs other related duties as required.

Essential Functions:

To maintain a positive public service attitude at all times;

To establish and maintain effective working relationships with coworkers, vendors, contractors, the public, etc.;

To safely operate all township-owned and leased equipment including but not limited to trucks, grader, street sweeper, dozer, backhoe, skid steer, mowers, weed whackers, chainsaws, tar buggy, special tools and hand tools;

To immediately notify the Public Works Mechanic, Crew Foreman, and/ or Superintendent of any unsafe condition related to township-owned vehicles or equipment;

To assist all other members of the department and accomplish any of the duties and responsibilities assigned to any other member of the department as needed;

Ability and willingness to accept and work occasional scheduled overtime and all emergency overtime;

Job requires the physical ability to do the following:

To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle. In addition, the employee may be exposed to sun, dirt, dust, pollen, mud, noise, and changes in weather temperature and conditions including humidity and precipitation, and other ecological exposures (insects, poison ivy, etc.).

To sit, stand, and walk from one place to another;

To lift and carry up to 80 lbs.;

To see and hear.

Required knowledge, skills, and abilities:

Experience and working knowledge in the general use of Public Works Department equipment, vehicles, power tools, hand tools, etc.

Knowledge of materials, methods, and techniques commonly used in public works activities and operations

Knowledge of the practices applied to the care and safe operation of public works vehicles, construction, and maintenance of equipment.

Minimum Qualifications:

High school diploma or equivalent.

Possess and maintain a current and valid Commercial Driver's License (CDL) Class B Minimum – notification of status change is required within 24 hours of change.