



# LIVINGSTON NEW JERSEY

## JOB DESCRIPTION

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**JOB TITLE:** Laborer/Maintenance Worker  
**DEPARTMENT:** Water Pollution Control Facility (WPCF)  
**REPORTS TO:** Assistant Superintendent  
**GRADE LEVEL:** W-1  
**STATUS:** F/T, Regular, Non-Exempt  
**SCHEDULE:** 40 hrs/week, Mon -Fri, 7:30AM – 4:00PM, ½ hour lunch  
Must be available for emergency call-outs 24/7.

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### 1. SUMMARY

Performs unskilled and semi-skilled manual work requiring muscular exertion in the maintenance of the Water Pollution Control Facility. May involve the use of specialized tools and small equipment. Performs related work as assigned by supervisor.

Work is performed under immediate supervision, but work of a routine or very repetitive nature may be carried out under only general supervision.

### 2. SUPERVISORY RESPONSIBILITIES

N/A

### 3. WORKING CONDITIONS

Office

Other - Explain: Outside Working Conditions

- Ability to regularly use hands to handle, feel or operate objects, tools or controls and to reach with hands and arms.
- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and use the sense of smell.
- Must be able to lift, move and carry a weight of 50 pounds up a flight of stairs.
- Ability to regularly work in outside weather conditions which may include exposure to heat, cold, wet, snow, or humid conditions.
- Frequently works near moving equipment and occasionally exposed to fumes, airborne particles, vapors, mists, and toxic or caustic chemicals.
- Due to possible exposure to dangerous conditions, the employee shall be trained in and expected to use various pieces of personal safety equipment.

#### **4. ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Assist with sanitary sewer system maintenance
- Perform a variety of semi-skilled tasks in maintaining and repairing the Water Pollution Control Facility plant and equipment.
- Obtains safeguards and uses needed equipment, tools, materials, and supplies to ensure a safe working environment.
- Prepares needed materials for day's projects, lifts and moves materials, supplies and equipment.
- Utilizes a variety of tools and equipment, including but not limited to power mowers, now blowers, shovels, rakes, paint equipment, ladders, small pumps, chainsaw, week wacker, leaf blower and other small tools.
- Cuts and removes brush, mows from right of way. Clears under brush, foliage, vines, woods, etc.
- Picks up trash from grounds.
- Performs unskilled cement, woodworking and painting tasks.
- Assists with snow and ice removal. Shovels snow, cinders, salt, debris, dirt and other materials into and from trucks or receptacles; responds to snow emergencies.
- Required to work overtime and respond to emergency callbacks.
- Performs related tasks as required.

#### **5. KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of the maintenance, repair and manual tasks of the area assigned.
- General knowledge in the use of common hand and power tools required in the work.
- General knowledge of the safe use and operation and preventive maintenance of mechanical equipment used in the work.
- General knowledge of materials, equipment, tools and techniques of standard building trades.
- Ability to use common hand tools.
- Ability to operate simple machinery and equipment
- Ability to understand, remember and carry out oral and written directions and assignments and to learn quickly from explanations and demonstrations.
- Ability to develop effective work habits and methods
- Ability to establish and maintain effective working relationships with co-workers, management, officials and residents
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position.
- Ability and license to drive a motor vehicle in the state of New Jersey, CDL Class B with airbrakes endorsement preferred.

#### **6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

**Education:** Any combination of education and experience equivalent to graduation from High School and general knowledge of hand tools. Prefer some experience working with some power equipment.

**Special Requirements (Licensing &/or Certifications):** Driver's license valid in the state of New Jersey. CDL Class B with airbrakes endorsement preferred.

**7. ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job.

I have reviewed and understand the above Job Description.

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Employee Name (Please Print)

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Employee Signature

Date