

Town of Secaucus
Job Description



JOB TITLE: LABORER/DRIVER (FULL TIME)

EXEMPT (Y/N): No	SALARY:	\$35,000.00**
SHIFT: 6:30 am to 3:00 pm	DIVISION:	Public Works
LOCATION: 370 Secaucus Road	DEPARTMENT:	Road, Repair & Maintenance
UNION AFFIL.: Local #11 Blue Collar Unit	SUPERVISOR:	Superintendent

****SALARY CLARIFICATION:** Base salary is increased by \$1,000.00 each year for the first five (5) years of employment, in addition to annual contractual raises.

SUMMARY: The purpose of this job is to perform duties under supervision to maintain and repair properties of the municipality, using variety of machines, tools, and equipment. Routine and specialized work involved in the construction, maintenance and repair of streets, sewer, water, sanitation, recycling, parks, and other public facilities. Performs any other manually skilled and/or unskilled duties as may be assigned.

ESSENTIAL JOB FUNCTIONS: Include the following. Other duties may be assigned.

- Performs routine manual work in digging and backfilling excavations.
- Handles heavy materials on construction, maintenance, and repair projects.
- Lay pipe, bricks, and blocks.
- Rake materials, leaves and grass cuttings; trims and prunes shrubs; cuts bushes and trees.
- Mow lawns and operates lawn mowing equipment.
- Sweeps and removes refuse from streets and sidewalks.
- Shovel snow removes ice and snow from pavement and spreads sand and chemicals to control conditions.
- Repair streets and sidewalk with asphalt, cold patching materials and concrete, using shovel, hand roller, trowel, level and tamp.
- Replaces worn or damaged parts, such as hoses, wiring, and belts in machine, equipments, trucks, street sweeper, and riding mower.
- Hand washes vehicles.
- Able to react to change productively and handle other essential tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma required or equivalent
- Minimum two (2) years experiences in related environment.
- Must have a valid New Jersey driver's license, including CDL status, free from any convictions for the last three (3) years.
- Ability to read, write, speak, understand, and communicate in English.
- Demonstrated knowledge and understanding of aspects of the job.
- Knowledge of the standard tools, materials, methods, and practices and of the occupational hazards and safety precautions involved in performing general work.
- Demonstrated basic building maintenance skills and cleaning practices, supplies, and equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals as labeled under "Right to Know" New Jersey State Law, extreme cold, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. To apply submit application and/or resume to itsirogiannis@secaucus.net or with Human Resources Department.

Reference code: **LABORER/DRIVER**

THE TOWN OF SECAUCUS IS AN EQUAL OPPORTUNITY EMPLOYER

Posting Expires: September 22, 2023



Gary Jeffas, Esq.
Town Administrator/EEO Officer