PENN TOWNSHIP, WESTMORELAND COUNTY

JOB TITLE: LABORER
DEPARTMENT: PUBLIC WORKS
HOURS: 40 hours per week
WORK SCHEDULE: 7:00 AM - 3:00 PM; Monday – Friday (April – September 6:00 AM – 4:00 PM Monday – Thursday)
WORK BREAKS: 30-minute lunch
SPECIAL SCHEDULE: Employees must be available, as necessary, on a 24 hours basis, unless prior arrangements have been made with supervisor
WAGE/SALARY: For 2026 - $28.91 per hour (85% of full wage rate of $34.01 per hour)
DATE REVISED: February 19, 2026

MISSION STATEMENT: Through the provision of safe, efficient, ethical, equitable and environmentally sound techniques the Public Works Department of Penn Township will serve the residents, businesses, institutions and visitors of the Township.

POSITION SUMMARY: The Public Works Laborer is responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department. Although road maintenance is the most common type of work performed, laborers in this position class also work in park maintenance, as sign crews, storm sewage crews, and in other related areas. All Township employees are public servants and must possess a positive attitude along with strong ethics and personal integrity. The Township of Penn is an Equal Opportunity Employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
As directed by the Public Works Foreman shall work independently or together with other Public Work Staff to:

1. Operate heavy equipment in winter weather conditions plowing snow and spreading salt.
2. Operate Township-owned vehicles, such as pick-up trucks, backhoe, street sweeper, dump trucks, etc. as required.
3. Operate of power tools and equipment, such as mowers, chain saws, air compressor, etc.
4. Inspect and repair equipment as required by department procedures as well as be able to make repairs to township roads, curbs and storm sewers as required.
5. Maintain the grounds of the facilities and parks of Penn Township.
6. Clean outdoor and indoor spaces
7. Paint indoor spaces and outdoor play and recreation equipment and buildings.
8. Perform routine building maintenance, HVAC, plumbing, electrical
9. Waste collection from park trash receptacles and Township Buildings.
10. Perform other duties as assigned

JOB DESCRIPTION
PENN TOWNSHIP PUBLIC WORKS LABORER

QUALIFICATIONS: Education and Experience

A. Possess at the time of application, a high school diploma or GED
B. Possess a valid CDL driver's license (for standard shift vehicles, not automatics) with air brake restriction removed and not have acquired more than two (2) traffic violations as evidenced by the applicant's Pennsylvania Department of Motor Vehicle License history
C. Must be over the age of 18 at the time of application.

Necessary Knowledge, Skills, and Abilities

A. Have heavy equipment and construction experience
B. Have experience operating small hand tools
C. Have the ability to understand and follow written and oral instructions and work independently is required.
D. Have experience cutting grass and general landscaping
E. Ability to safely operate lawn mowers, edge trimmers and other miscellaneous landscaping hand and other power tools.
F. Applicants must be prepared to work in all weather conditions.
G. Work harmoniously with individuals and groups of employees.
H. Ability to establish and maintain effective working relationships and communication with staff and public.
I. Accept continuous instructions, training, and education to further knowledge and abilities for completing job duties.
J. Accurately complete administrative forms and reports in a timely fashion.
K. Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
L. Apply common sense understanding to carry out instructions.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The candidate will be required to perform heavy manual labor, including lifting heavy objects and working in all types of weather conditions. The nature of this position requires employees to be available on-call on a 24-hour basis. Safety procedures and practices are required, as well as wearing safety equipment.

Work is performed about 95% outdoors and 5% in the public works garage. Hand-eye coordination is necessary to operate heavy equipment, hand tools and powered landscaping equipment.

While performing the duties of this job, the employee is required to be able to operate heavy equipment and trucks and be able to be on their feet walking pushing a lawnmower, trimming edges with a trimmer or performing other construction and outdoor work for an entire day. The employee must occasionally lift and/or move up to 75 pounds. No light duty work is available for this position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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.

The work environment is outdoors and requires driving to various parts of the Township to perform road repair and maintenance, landscaping and other outdoor tasks.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal opportunity employer