



**LABORER**

**Job Grade: S-1**

RESPONSIBILITIES

The Laborer duties include performing various manual and unskilled assignments in the Operation Division including assignments in the Distribution, Treatment, Fleet Maintenance, and Facility Maintenance sub-divisions.

The Laborer is in training to obtain a New Jersey Commercial Driver's License (CDL), Class B, with an air-brake endorsement.

ESSENTIAL FUNCTIONS

- Drive vehicles, tow equipment and trailers, operate a snow plow and operate dump trucks.
- Use various hand tools.
- Use various power tools and equipment.
- Load, unload and lift supplies, equipment, etc.
- Clean and sweep streets and sidewalks.
- Sort, pile and clean salvageable brick, stone, lumber and metal work.
- Dig trenches and manually grade grounds.
- Collect rubbish and other refuse.
- Tree trimming and removal.
- Cut grass; rake lawns; trim hedges, lawns, brush and trees.
- Remove poisonous and non-poisonous underbrush, foliage, vines and weeds.
- Shovel snow, dirt, gravel, sand and other miscellaneous debris.
- Operate snow removal and salting equipment to keep roads, parking lots, driveways, etc. clear and safe.
- Assist with the maintenance, inspection, and repair of treatment and pumping/storage equipment, tanks, pumps, processes, industrial controls, and other related treatment and pumping/storage equipment and facilities.
- Assist with the operation, maintenance, inspection and repair of distribution mains, service lines, fire hydrants, valves, valve boxes, curb boxes, pavement, meters, and other related distribution equipment and facilities.

- Assist with the maintenance, inspection, and repair of Authority buildings and grounds; such as, changing of light bulbs, cleaning, painting, grass cutting, hedge trimming and snow/ice removal and related assignments.
- Assist with basic maintenance, inspection, and repair of Authority vehicles and equipment; such as, changing light bulbs, windshield wipers, fluid and lubrication addition, changing of tires, changing batteries and related assignments.
- Functions of this position include: Work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled, on an as needed basis, 24/7 standby duties with an approximate 45 minute response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays. Response to emergency call outs is a core function of this position.
- Recordkeeping and reporting.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### AUTHORITY

This position reports directly to the Operations Superintendent, or assigned alternate. This position requires interaction with the general public, Authority vendors and contractors and local, county, State and Federal public agency representatives.

#### REPORTING

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other of the Authority's facilities and throughout the Authority's service area. The position will be required to attend professional development training or other courses located in New Jersey or surrounding areas.

#### QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check and a physical/ functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

## LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.
2. Maintenance of a NJ Commercial Driver's License, Class B, with air brake endorsement; or must have a test date for the NJ CDL, Class B, with air brake endorsement within 3 months of employment in the position and must take and pass the driving test and have the NJ CDL, Class B, with air brake endorsement license within 6 months of employment.

## EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification preferred in an approved field of study such as that obtained from a vocational or trade school, US military, or college or Associate or Bachelor level degrees in construction technology/management, engineering science, environmental science, chemistry, biology, etc.

## SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood.
2. Ability to understand, remember and carry out oral and written directions; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with co-workers, customers and the general public.
3. Experience in the operation, maintenance, and/or repair of motors, pumps, hydrants, valves or other similar mechanical equipment in water, wastewater or industrial applications and/or related experience obtained by serving in the United States military.
4. Basic knowledge of Microsoft Office.
5. Ability to work harmoniously with co-workers and others.

Attachment: Functional Capacity Requirements (09/08/16)

FUNCTIONAL CAPACITY REQUIREMENTS

DIVISION:	Operations	DATE PREPARED/REVISED:	09/08/16
DEPARTMENT:	Transmission/Distribution and Treatment/Pumping Field Staff	APPROVED BY:	L. Cummings
TITLES:	Laborer; Laborer - Driver; Apprentice; Apprentice Operator - Distribution; Apprentice Operator - Treatment and Distribution; Maintenance Repairer; Pumping Station Repairer; Water Repairer; Water Repairer/Equipment Operator; Chief Water Repairer		

PHYSICAL TASKS	DETAILS	NEVER	SELDOM	OCCASIONAL	FREQUENT	CONSTANT	Weight Amounts, if Applicable	Comments
			1 - 10% 0 - 1 hour	11 - 33% 1 - 3 hours	34 - 64% 3 - 6 hours	67 -100% 6 hours or more		
Balance	To maintain body equilibrium on narrow or inclined surfaces.		✓					
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects ( <i>indicate weight</i> ) directly on hands, arms, shoulders, or back while walking from one location to another.		51-100 lbs	11-50 lbs	0-10 lbs			
Climbing Ladders:	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.		0-10 ft.			✓		
			10-20 ft.		✓			
			20-30 ft.	✓				
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling - Distance: 20 ft.	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		✓					
Crouching	Bending downward and forward by bending the legs and spine.			✓				
Digging	To break up, turn over or remove earth, sand, etc, as with a shovel, spade, bulldozer, or claw.			✓				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus ( <i>indicate manual or automatic</i> ).				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. To take or to seize, e.g., bag of cement				✓			
Handle	To maneuver objects, to manipulate or reposition medium to large sized items. Has handles to be grasped by the hands in order to manage dexterously or efficiently, e.g., large bag of trash, move furniture, cases/boxes with handles				✓			
Handling	Flex and extend fingers with opposition of thumb using palms, fingers and thumbs to grasp or manipulate objects.				✓			
Keyboarding/Typing (motor coordination)	Ability to move the fingers rapidly and accurately during keyboarding tasks.			✓				
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.				✓			
Lift/Loading	An amount or a weight raised or capable of being raised at one time				✓		50 lbs	
Manipulate	To operate, manage, control, or utilize skillfully with the hands. Adroit handling, e.g., steering wheel, hand truck, pallet jack.		✓					
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓				
Pushing	Exertion of force on or against an object ( <i>indicate weight/size</i> ) to move it from one location to another.			✓			50 lbs	
Reaching	Extending the hands and arms in any direction.				✓			
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			✓				

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PHYSICAL TASKS	DETAILS	NEVER	SELDOM	OCCASIONAL	FREQUENT	CONSTANT	Weight Amounts, if Applicable	Comments
			1 - 10%	11 - 33%	34 - 64%	67 -100%		
			0 - 1 hour	1 - 3 hours	3 - 6 hours	6 hours or more		
Shoveling	To move or remove with a shovel gravel, sand, and/or snow.				✓			
Sitting	Resting of the body weight in a seated position while engaging in a single activity.			✓				
Squatting	Maintaining the body in an erect position with full flexion of the knees.				✓			
Standing	Maintaining the entire body in an erect posture without change in location.			✓				
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.				✓			
Trunk Twisting	Rotation of the trunk to the right or left from a neutral position while sitting or standing.				✓			
Neck Twisting	Rotation of the neck to the right or left from a neutral position while sitting or standing.				✓			
Vibrations - High Impact					✓			
Vibrations - Low Impact					✓			
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				
Confined Space: Work in a pit, trench, ditch, excavation					✓			
Confined Space: Work in tank, vessel or other structure				✓				
Wear a half/full face respirator			✓					
Work in extreme cold weather conditions					✓			Seasonal
Work in extreme hot weather conditions					✓			Seasonal