

Title: Part-Time DPW Summer Laborer Trainee (Dept. of Public Works)

Issue Date: 4/15/19

Closing Date: 4/30/19

Jurisdiction: Keyport

Salary: \$10 to \$15 per hr.

Number of Positions: 2

Workweek: 25 to 35 hours per week

**OPEN TO: Residents of the Borough of Keyport**

**Definition:** Under supervision, performs varied types of manual and unskilled laboring work, and may drive a truck in connection with laboring work on occasion; does other related duties as required.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES**

- Routinely drives trucks
- Loads, lifts, and moves supplies, furniture and equipment.
- Digs trenches and does manual grading.
- Collects rubbish and other refuse.
- Cuts grass, trims hedges, waters lawns, flower and vegetable beds.
- Loads and unloads trucks.
- Shovels snow.
- Whitewashes walls.
- Shovels gravel.
- Mixes cement and mortar, places forms used in concrete work.
- Performs cold patching.
- Cleans up underbrush, foliage, vines and weeds. Cuts down trees.
- Digs out stumps of trees, and digs out and destroys poisonous vines, weeds and undergrowth.
- May rake asphalt mixtures used in paving to proper thickness and grade.
- Sweeps street and sidewalks.
- Loads debris into truck for removal.
- Sorts, piles, and cleans salvageable brick stone, lumber and metal work.
- Set up and break down movie equipment
- Help set up for Borough events

**Requirements:**

**License**

Most have valid NJ Driver's License

**Knowledge and Abilities**

Knowledge of the methods, materials and supplies used to perform varied types of manual and unskilled tasks.

Ability to perform manual tasks either alone or as a member of a group.

Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.

Ability to follow prescribed instructions.

Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks.

Ability to follow prescribed instructions.

Ability to learn to use the tools and equipment needed to perform routine equipment.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Please return applications to  
Borough of Keyport  
70 West Front Street  
Keyport NJ 07735  
Att: D. Nellis**