



Borough of Freeport  
414 Market St. Freeport, PA 16229  
(724) 295-2251 | [www.freeportpa.com](http://www.freeportpa.com)  
info@freeportpa.us



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## Job Description - Public Works Employee

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**Department:** Public Works

**Supervisor:** Working Foreman & Borough Manager

**Salary:** \$21.75/hr

**Start Date:** ASAP

**FLSA:** Non-exempt

**Residency Required:** No

Under the supervision of the Working Foreman and Borough Manager, the Public Works Employee performs a wide range of duties related to the operation, maintenance, and repair of Borough infrastructure, equipment, and facilities. Work includes manual labor, equipment operation, and maintenance activities involving roadways, stormwater systems, public properties, and municipal utilities. **This is a union position and is subject to the terms and conditions of the applicable collective bargaining agreement.** The employee may work independently or as part of a crew and are expected to demonstrate competency in the following areas:

- Roadway maintenance, including pothole repair and asphalt application
- Mowing and maintenance of Borough and public properties
- Maintenance of municipal buildings and park facilities
- Snow removal and de-icing operation
- Collect and document wastewater samples; assist in monitoring and operation of the wastewater treatment system under the supervision of a licensed operator or Circuit Rider
- Perform routine maintenance across Borough infrastructure, including roads, parks, facilities, stormwater systems, and fleet
- Follow all safety procedures and report accidents, hazards, or unsafe conditions immediately
- Respond to PA One Call requests within required timeframes by locating and marking utilities
- Complete assigned work accurately and report progress, issues, or concerns to the Working Foreman or Borough Manager
- Respond to emergency call-outs outside normal working hours as required. Must reside within a reasonable response time for emergency call-outs as determined by the Borough
- Perform additional duties as assigned

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### Essential Skills, Knowledge, and Abilities

- Knowledge of general construction, maintenance, and repair practices
- Familiarity with tools, equipment, and machinery used in public works operations
- Understanding of workplace safety practices and hazard prevention
- Ability to learn wastewater treatment, stormwater systems, and roadway maintenance techniques
- Ability to operate and maintain heavy equipment
- Strong communication skills and ability to work effectively with supervisors, coworkers, and the public
- Ability to work independently and exercise sound judgment
- Ability to work outdoors in varying weather and environmental conditions

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- Ability to perform physically demanding labor for extended periods
- Ability to safely work around equipment, traffic, and hazardous conditions
- Ability to lift and/or move up to 50 pounds (with or without assistance)
- Ability to perform physical movements such as climbing, kneeling, bending, and working in confined spaces
- Ability to operate vehicles, hand tools, and power equipment including chainsaws, pumps, generators, and detection devices

### **Education and Experience**

- High school diploma or equivalent required
  - Two (2) years of maintenance or construction experience preferred
  - Valid Pennsylvania driver's license required
  - Electrical and/or plumbing experience preferred
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### **Benefits**

- Health, dental, vision, and life insurance
  - Defined contribution pension through Pennsylvania Municipal Retirement System
  - Compensation, benefits, and working conditions are governed by the applicable collective bargaining agreement with the Teamsters.
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### **Conditions of Employment**

- Successful completion of a 180-day probationary period
  - May be required to obtain and maintain a valid Pennsylvania Commercial Driver's License (CDL)
  - May be required to obtain a Pennsylvania Wastewater Operator Certification
  - Must be available for winter operations, including snow and ice events
  - Employment is contingent upon successful completion of a background check and pre-employment drug screening.
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**Disclaimer** - This job description is intended to describe the general nature of the position. The Borough reserves the right to assign additional duties or modify responsibilities as needed.

The Borough is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

**To Apply please send a Resume, Letter of Interest and 3 References to [info@freeportpa.us](mailto:info@freeportpa.us).**