



# Township of Lakewood

MUNICIPAL BUILDING  
231 THIRD STREET  
LAKEWOOD, NEW JERSEY 08701  
732-364-2500 • FAX: 732-994-4568



**DEPARTMENT OF HUMAN RESOURCES**  
*Patricia A. Komsa*

**TO: TO ALL INTERESTED PARTIES**

**FROM: Patricia Komsa, Director of Human Resources**

**DATE: September 26, 2017**

**RE: VACANCIES IN THE DEPARTMENT OF PUBLIC WORKS – LABORERS**

There are vacancies for the job title of Laborer for the Township of Lakewood Department of Public Works. The salary range for this position is \$17.11 per hour to \$25.16 per hour.

Laborer Job Specifications is attached.

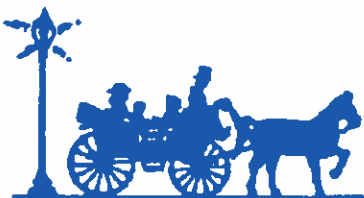
Additional requirements of the position include:

Sanitation & Road Department experience a plus and a Class-A CDL or Class-B CDL license preferred.

Anyone interested must submit an application or resume by **Friday, October 20, 2017** to:

Patricia Komsa, Director  
Township of Lakewood  
Department of Human Resources  
231 Third Street  
Lakewood, NJ 08701  
Fax: (732) 994-4568  
pkomsa@lakewoodnj.gov

*A Township of Lakewood Employment Application is attached for the applicant's use.*



## **Job Specification**

### **ROAD REPAIRER 1**

#### **DEFINITION:**

Under supervision, performs varied types of work involved in the maintenance, repair, resurfacing, and/or construction of roads within a jurisdiction and/or assists in the installation and/or maintenance of traffic lines and traffic signs; maintains grounds; 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 OF WORK:**

Performs varied types of work involved in the maintenance, repair, resurfacing, and/or construction of roads.

Assists in the assembly, installation, and maintenance of traffic lines and signs.

Maintains grounds.

Digs trenches and does manual grading.

Aids in oiling and greasing machinery and equipment of varied types.

Helps load and unload trucks.

Shovels gravel and sand.

Assists in the repair of potholes.

Mixes cement and mortar.

Aids in the placing of forms used in concrete work.

Cleans up underbrush, foliage, vines, and weeds.

Cuts down trees and digs out tree stumps.

Installs drain pipes and catch basins, lays works, and paints guard rails.

Builds, repairs, and raises catch basins and manholes.

Operates, checks, services, and makes minor adjustments and

repairs to trucks and construction and maintenance equipment.

Uses power tools and equipment such as electric and pneumatic drills and hammers.

Measures distances from grade stakes, drives stakes, and stretches tight line.

Cleans and levels terrain with hand tools.

Spreads and levels dirt, asphalt, and other material on roadways.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

**REQUIREMENTS:**

**EXPERIENCE:**

One (1) year of experience in the cleaning, maintenance, and repair of roads or streets which may include work involving the installation and maintenance of traffic lines and signs, or one (1) year of experience as a laborer in a public works department.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general maintenance and repair work.

Knowledge of materials, equipment, and procedures used in the installation and maintenance of traffic lines and signs.

Knowledge of construction and maintenance operations and procedures used to repair and maintain roads.

Ability to understand, remember, and carry out oral and written

directions.

Ability to learn quickly from explanations and demonstrations.

Ability to operate equipment in a skilled, safe manner.

Ability to check, clean, service, and make minor and emergency repairs.

Ability to maintain related records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform 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.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
03090		L	C		N/A	02		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

1/28/2012

# APPLICATION FOR EMPLOYMENT



**PLEASE COMPLETE & RETURN TO FIRST FLOOR RECEPTION DESK OR MAIL TO THE ADDRESS AT THE BOTTOM OF THE APPLICATION.**

The Township of Lakewood is an Equal Opportunity Employer.

This form has been designed to comply with State & Federal fair employment practice laws prohibiting employment discrimination.

## APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Desired Salary		
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for Lakewood Township?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Do you possess a valid NJ Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

## EDUCATION

High School		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied	Degree? YES <input type="checkbox"/>
College		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied	Degree? YES <input type="checkbox"/>
Other		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Subjects Studied	Degree? YES <input type="checkbox"/>

## REFERENCES

Please give the names of three (3) persons not related to you, whom you have known at least one (1) year

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

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**PREVIOUS EMPLOYMENT LIST BELOW CURRENT AND FORMER EMPLOYERS, STARTING WITH LAST EMPLOYER FIRST**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

**GENERAL**

Subjects of special study or research work:

**DISCLAIMER AND SIGNATURE**

I CERTIFY THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I ALSO AM AWARE THAT EMPLOYMENT IS SUBJECT TO A PHYSICAL EXAMINATION.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS SUBJECT TO THE RULES AND REGULATIONS OF THE TOWNSHIP OF LAKEWOOD AND NJ CIVIL SERVICE COMMISSION.

Signature	Date
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