



Borough of Dunellen
355 North Avenue
Dunellen NJ 08812

Public Works Part-Time Employee

Pay Rate: \$18.00–\$20.00 per hour

Schedule: Up to 29 hours per week

Work Days: Monday through Saturday, with occasional Sundays or off-hours as needed.

Hours: 6:00 AM – 2:30 PM

Position Summary

The Borough is seeking a dependable and hardworking Part-Time Public Works Employee to assist with the maintenance and upkeep of downtown areas, Borough streets, parks, and public properties. Duties include general labor, landscaping, leaf bag and Branch pick-up, road maintenance, and seasonal emergency response activities.

Essential Duties & Responsibilities

Downtown Maintenance

- Collect garbage from sidewalks and along curbs.
- Empty overflowing trash receptacles in the downtown area
- Remove leaves and weeds from sidewalks and public spaces
- Water downtown plants, flowers, and newly planted trees

Borough Streets, Properties & Parks

- Clean parks and Borough properties
- Playground and ballfield maintenance.
- Dig trenches and manual grading
- Empty overflowing garbage cans
- Water newly planted shade trees in parks
- Perform grass cutting, weed whacking, mulching, and general landscaping
- Clean brooks and streams throughout the Borough
- Assist with leaf bag and branch pickup
- Perform snow plowing and snow removal operations
- Clear sidewalks using snow blowers, shovels, and salt at Borough facilities, including:
 - Borough Hall
 - Police Department
 - Library
 - Washington Memorial Park
 - Columbia Park
- Assist Public Works crews with additional tasks as assigned

Qualifications & Requirements

- Valid New Jersey Driver's License required
- Ability to operate:
 - Motor vehicles, including mason dump trucks
 - Lawn mowers
 - Weed whackers
 - Hand and power tools
- Ability to perform physical/manual labor in various weather conditions
- Must be available for emergency work, including:
 - Snow removal
 - Flooding and windstorm response
 - Emergency repairs outside normal working hours
- Commitment to following all safety regulations and procedures

Physical Requirements

Moderate physical effort is required to perform the work. Must be able to push/pull objects weighing up to 100 pounds; required to comfortably lift/carry up to 50 pounds on a regular daily basis. Requires good close, distance, and peripheral vision, as well as depth perception. Ability to perform strenuous work under varying weather conditions.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

Employees shall be assigned to all aspects of the Public Works Department to perform various types of duties in roads, parks, recycling, sanitation, sewers, or other areas that fall under Public Works operations.