



**Parks / Highway Laborer**  
**Split Position**  
**Parks Division & Highway Division**

**Department:** Public Works Dept.

**Division:** Public Works

**FLSA Status:** F/T, Non-Exempt

**Reports to:** Parks Foreman / Sr. Highway Foreman

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**General Summary:**

Work hours of the position are 7:30am – 4:00 p.m.; Monday – Friday\*. \*(except during emergency operation events, must be available 24/7, year-round). This position is split between two DPW Divisions, Parks and Highway. The skills necessary to address grounds keeping activities during summer months and road maintenance activities in winter months.

**Supervision Received:**

Works under the general supervision of the Parks Foreman during the summer operations and Sr. Highway Foreman during winter operations. Must be able to intake instruction and be able to perform duties without direct supervision. Work will be reviewed for conformance with instructions given and for the safety and care exercised in operating equipment.

**Supervision Exercised:**

None.

**Essential Job Functions and Responsibilities:**

- Regularly operates one or more of the following pieces of equipment:  
Summer: Mowers of various sizes, leaf vacuum, leaf blower, tractor, infield groomer, backhoe, and other specialized equipment used in the layout and striping of athletic fields.  
Winter: Truck Driver, front end loader operator, snowplowing, and other equipment as may be required.
- Responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of material and the performance of unskilled and semi-skilled work on construction and maintenance projects.
- Services and maintains equipment and makes minor field repairs and adjustments; reports need for any repairs to supervisor.

- During summer months, operates on normal work day hours with occasional job duties during Town events, such as Town Fair. During winter months, operates on an emergency on-call, seasonal basis, trucks and heavy equipment for winter snow removal and other cleanup operations. On-call year-round to assist DPW in response to natural disaster events such as wind storms, floods and ice/snow events.
- Performs various skilled tasks essential to grounds and parks maintenance, irrigation system operations, mowing, sweeping, raking, digging, cutting brush as well as skills associated with fall and winter highway maintenance activities such as cleaning culverts, laying asphalt patch, driving a dump truck with a plow and wing while plowing and hauling snow; spreading salt and sand, shoveling and snow blowing.

### **Other Job Functions:**

- Performs other related duties as required by supervisor.

### **Qualifications Required:**

High School or equivalent, with minimum of three (3) years of relevant experience is required. Knowledge of Microsoft and Excel preferred. Experience in the operation and maintenance of construction and heavy equipment; possession of CDL A or B is a plus.

### **Knowledge of:**

Knowledge of and the ability to use various hand and power tools used in municipal maintenance work. Knowledge of the work hazards, safety practices and traffic laws relating to equipment operation and the operation of equipment under inclement conditions (Town of Raymond Safety Manual Policies). Knowledge in operation and care of maintenance and construction equipment. Ability to understand, follow and give oral and written instructions. Ability to establish and maintains effective working relationships with department heads, Town officials, employees and the general public.

Working knowledge of safe and efficient operations of medium duty trucks and grounds keeping equipment used in the construction and maintenance of parks, municipal lawns and recreational fields during the summer and heavy-duty trucks and equipment used in the construction and maintenance of public streets and related utilities during the winter.

For Parks Division work; knowledge of horticultural practices, turf management, plant pruning, cultivation techniques, weeding, watering and plant installation. Masonry/Hardscape installation skills are a plus.

For Highway Division work; knowledge of functions, operating methods and care required for the heavy and light equipment used in highway projects.

### **Education:**

- Education: Attends additional classes relative to position.

### **Working Conditions:**

Work is performed under the following conditions:

The nature of this position requires participation in physical activities, including excessive heavy lifting and carrying; therefore, the employee is required to be in, and maintain, upper and lower body strength and good overall physical condition. Work is performed in a variety of environmental conditions, including heat, cold, wet, icy, slippery, muddy, noisy. etc., Duties also require sufficient mobility to work in a typical office setting and use standard office equipment. Must be able to handle stressful situations, attend occasional breakfast, lunch, or evening meeting, and travel to off-site facilities.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Frequently Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Occasionally; Over 50 lbs: Occasionally	<b>Bending:</b> Frequently Required.
<b>Carry:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Occasionally; Over 50 lbs: Occasionally	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Occasionally Required.	<b>Twisting:</b> Frequently Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively
<b>Reading:</b> Necessary for performing job safely
<b>Writing:</b> Necessary for performing job

**Licensure/Certification Requirements:**

CDL Highly Desirable

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids. The employee may be exposed to fuels, solvents, paints and other chemicals associated with the maintenance and operation of Parks Division and Highway Division.

***EEO Statement:** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_