



Part-Time/Seasonal Laborer

Department: Public Works Dept.

PG 1/Tier 1:

Division: Public Works

FLSA Status: P/T Seasonal

Reports to: Parks Foreman / Buildings Foreman

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

General Summary:

Twenty Four (24) hours – Part Time, Monday through Wednesday or Wednesday through Friday 7:30am-4:00pm. Work involves responsibility for the safe and efficient operation of light duty trucks and equipment used in the construction and maintenance of sporting/recreation fields, cemeteries, and other public works projects. Personnel in this class are also responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as the loading and unloading of material and the performance of unskilled and semi-skilled work on construction and maintenance projects.

Supervision Received:

Works under the general supervision of the Parks Foreman/Buildings Foreman. After instructions have been given, work is generally performed without direct supervision. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

Supervision Exercised:

When assigned, provides general supervision to other crew members.

Essential Job Functions and Responsibilities:

Regularly operates one or more of the following pieces of equipment: riding/walk behind lawn mowers, grass trimmers, chain saws, and other equipment. Services equipment and makes minor field repairs and adjustments; reports need for any repair to supervisor.

Operates on an emergency and seasonal basis, trucks and equipment. Services equipment for winter snow removal and other cleanup operations.

Operates dump, flat bed, or other trucks in picking up and delivering materials, debris and supplies; services vehicles with gas, oil, water and performs minor maintenance work; notifies supervisor of any repair needs.

Seasonal duties include plowing snow, spreading salt and sand, operating tractors, climbing trees, laying pipe, sweeping streets, and other laboring duties.

Troubleshoot problems including those caused by storms and accidents.

Work with other Public Works employees on particular Holidays, such as: Memorial day, 4th of July, Town Fair.

Other Job Functions:

Performs other related duties as assigned by supervisor.

Qualifications Required:

High school diploma or equivalent, with minimum of one (1) years' experience in the operation and maintenance of construction and light equipment; experience in general labor work.

Knowledge of:

Knowledge of the functions, operation methods and care required for the light equipment used in public works projects. Knowledge of, and ability to use various power tools used in municipal maintenance work. Knowledge of the work hazards, safety practices and traffic laws relating to equipment operations and the operation of equipment under inclement conditions. Knowledge in the operation and care of maintenance and construction equipment. Ability to understand, follow and give oral and written instructions. Ability to establish and maintain effective working relationships with Department Heads, Town Officials, employees and the public.

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. Works frequently outdoors under varying weather conditions; heat, cold, wet, icy, slippery, muddy, noisy, etc. Frequently work is performed with exposure to fumes and noise from operating motors, requiring standing and considerable walking with a possibility of cuts from sharp-edge tools and parts, and burns from hot surfaces of motor and exhaust pipes. Also exposed to herbicides, pesticides, fuels, solvents, and other chemicals.

Physical Activity Requirements:

Lift: Up to 10lbs: Frequently Required.

11-25lbs: Frequently Required

26-50lbs: Frequently Required

Over 50lbs: Frequently Required

Carry: Up to 10lbs: Frequently Required

11-25lbs: Frequently Required

26-50lbs: Frequently Required

Over 50lbs: Frequently Required

Push/Pull: Frequently Required

Bending: Frequently Required

Reaching: Above shoulder height: Frequently Required

At shoulder height: Frequently Required

Below shoulder height: Frequently Required

Twisting: Frequently Required

Talking: Necessary for communicating with others

Hearing: Necessary for receiving instructions and information

Sight: Necessary for performing job effectively

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 the Public Works Department.

EEO Statement: The town of Raymond provides equal employment opportunities (EEO) to all applicants for employment without regard to age, sex, race, creed, marital 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 is applicable 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: _____