

LABORER

Position Purpose:

The purpose of this position is to conduct skilled and/or unskilled manual work in construction, maintenance and repair projects for the Department of Public Works; all other work as required. A laborer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied duties of a routine nature following clearly prescribed procedures. Requires a moderate measure of responsibility and judgment in determining method of completion.

Supervision Received: Works under direct supervision of the Foreman or assigned supervisor.

Supervision Given: None.

Job Environment:

Frequent and extended periods of outside work under variable weather conditions, near hazards associated with construction sites.

Operates an automobile, light trucks, hand/power/pneumatic tools and telephones.

Interacts frequently with other Town departments and the general public. Communication is generally in person and by telephone and involves an information exchange dialogue.

Errors could result in delay or loss of service, and personal injury to self and/or others, and damage to equipment.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Mows grass; trims shrubs; rakes and seeds. Performs minor maintenance on equipment used (greasing, changing oil, spark plugs, and filters). Plows roads and sidewalks using light trucks, tracked vehicle, and shovels.

Performs manual work in the construction and maintenance of roads and sidewalks, including raking, tamping, and rolling blacktop; operates jackhammer. Paints traffic markings, including crosswalks, parking spaces, school signs; replaces parking meters and repairs sign poles. Digs graves in cemetery. Operates chain saw when performing tree work.

Performs manual work in the maintenance of town and school buildings and grounds.

Maintains the town's parks and recreational facilities and grounds; mows and trims fields; rakes leaves; maintains irrigation systems. Performs small construction projects and renovations on various grounds. Spreads loam and grass seeds.

Digs graves by hand; pours monument foundations. Performs minor carpentry and painting as needed.

Performs cleaning and basic building maintenance duties as assigned.

Assists with a variety of DPW projects including building stone walls.

Responds to snow emergencies to shovel and remove snow and ice from walkways steps and pavements.

Unloads, loads and moves materials, equipment and supplies and may assist in storing inventory.

Regular attendance and punctuality at the work place is required.

Performs similar or related work as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma or equivalency or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Knowledge of the practices, materials, tools, and equipment commonly used in the construction, repair, and maintenance of buildings and grounds.

For street-repair work, some knowledge of the practices, materials, tools, and equipment commonly used in the construction, repair, and maintenance of roads and sidewalks.

For grounds work, some knowledge of the practices, materials, tools, and equipment commonly used in the maintenance of parks and recreation facilities and grounds.

For cemetery work, some knowledge of the practices, materials, tools, and equipment commonly used in the operations and maintenance of a cemetery.

Ability: Ability to understand and follow oral and written instructions. Ability to operate power hand tools. Ability to work effectively under time constraints to meet deadlines.

Skill: Basic skills or ability to learn skills in all of the above-mentioned tools and equipment.

Special Requirements:

Possession of a valid driver's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is required to stand, walk, sit, talk and hear for extended periods. Employee is required to traverse uneven terrain. Frequently required to use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required including close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sound as voice patterns and communicate. Frequently lifts up to 75 lbs.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)