

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR SEASONAL LABORER



JOB SUMMARY

Performs a variety of routine skilled and semi-skilled manual laboring duties for one of the following divisions of Public Works: Highway, Fleet, Building and Grounds, Cemetery, and Solid Waste. Duties vary depending on the division (see below for more information). Duties may include the use of a variety of standard hand tools, mechanical tools, small power tools, leaf blowers and mowers.

SUPERVISION RECEIVED

Works under the direct supervision of a Division Supervisor who assigns work, reviews work in progress and/or completion and provides instructions as necessary. Duties are performed according to established and specific procedures.

SUPERVISION EXERCISED

May provide general and/or direct supervision to other assigned seasonals or lower grade employees as determined by the Division Supervisor.

EXAMPLES OF DUTIES PERFORMED

Below is a list of examples of duties performed as a seasonal laborer, and should not be considered as all inclusive.

Highway – Construction labor duties such as drainage pipe and structure maintenance, pothole and pavement repair, tree and brush work, loading and unloading heavy materials from vehicles, use of shovel, rake and other tools for various dirt work, traffic control flagging and clean-up of roadside trash.

Fleet – Assists mechanics with general fleet maintenance including oil changes, tire changes, parts pickup, washing of vehicles and equipment, cleaning and organization of garage and tool room.

Building and Grounds – Assists custodians with janitorial labor duties and maintenance of Town buildings such as cleaning floors, bathrooms, offices, painting, washing walls, minor carpentry or plumbing and changing of light bulbs. Tasks also include landscaping duties at Town buildings and parks such as planting, weeding, mulching and watering flowers.

Cemetery – Mowing, weed whacking, site cleanup, landscaping (mulching, weeding, watering flowers) and general maintenance of Pinegrove and McCoy cemeteries. Coordination with Cemetery Trustees for any burials or services.

Solid Waste – Assists solid waste attendants with running equipment and labor duties related to municipal solid waste operations such as sorting and baling recyclables, compaction and loading of trash for hauling, general site cleanup and organization, traffic control, verifying valid Gilford Town stickers, and customer service for Gilford residents utilizing facility.

All seasonal employees for the Town of Gilford shall perform other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Some knowledge of and/or the ability to use simple hand tools; ability to perform simple and routine manual labor; ability to perform prolonged heavy physical labor under even adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged period.

Some knowledge of methods, materials and equipment used in the above listed labor duties and maintenance work. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees, departments and the general public. Ability to work independently with proper direction from supervisor.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent preferred. Physical ability to perform all required tasks listed above. At least one (1) year of experience performing laboring or building maintenance work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must possess a valid New Hampshire motor vehicle driver's license.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be regularly required to exert significant physical effort, e.g., lifting and carrying heavy equipment and materials (often over 50 lbs.). Continuous physical effort required in performing duties requiring walking, standing, lifting cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure to adverse weather for outside duties with some disagreeable factors in both situations such as dust, dirt, heat, cold, snow, rain and sun.

PHYSICAL REQUIREMENTS

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| • Lift up to 10 lbs.: | Routinely required |
| • Lift 11 to 25 lbs.: | Routinely required |
| • Lift 26 to 50 lbs.: | Frequently required |
| • Lift over 50 lbs.: | Occasionally required |
| • Carry up to 10 lbs.: | Routinely required |
| • Carry 11 to 25 lbs.: | Routinely required |
| • Carry 26 to 50 lbs.: | Frequently required |
| • Carry over 50 lbs.: | Occasionally required |
| • Reach above shoulder height: | Routinely required |
| • Reach at shoulder height: | Routinely required |
| • Reach below shoulder height: | Routinely required |
| • Push / pull: | Routinely required |
| • Hand Manipulation:
(Grasping, handling, fingering) | Routinely required |
| • Other physical considerations:
(Twisting and bending) | Routinely required |
| • Kneeling & crouching: | Routinely required |