

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR SEASONAL LABORER



JOB SUMMARY

Performs a variety of routine skilled and semi-skilled manual laboring duties involving the construction, repairing, cleaning and maintaining of Town roads, water drainage and sewer systems, cemetery, parks, municipal buildings, and other facilities utilizing standard hand tools, small power tools and mowers.

SUPERVISION RECEIVED

Works under the direct supervision of the Building & Grounds Superintendent who assigns areas of responsibility, outlines policy, 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 lower grade employees.

EXAMPLES OF DUTIES PERFORMED

(Any one item listed may not include all of the duties necessary to perform the task, nor do the listed examples include all duties which may be found in positions of this class).

1. Mows grass, weeds and brush; rakes and picks up leaves and debris; clears and maintains culverts and drains along roadsides and ditches.
2. Applies and spreads sand, gravel and asphalt; digs trenches, ditches, holes and graves with pick and shovel; may use a pneumatic air hammer to break concrete or asphalt.
3. Loads and unloads heavy materials from trucks and vans; stocks materials in storage areas or at work site; moves sand, dirt, trash, stone, etc. with any variety of mobile devices.
4. Performs general heavy laboring duties in assisting skilled and semi-skilled workers to lay curbstone, culverts, loam, remove trees, mix and pour concrete, lay asphalt, patch streets, install and repair water and sewer lines, maintain park facilities, etc...
5. Sweeps, mops, waxes and polishes floors; washes walls and windows; dusts, polishes, arranges, and moves furniture; vacuums rugs; cleans lavatories, washbasins, and drinking fountains; empties ashtrays and wastebaskets.
6. Makes some minor plumbing repairs and replaces light bulbs.
7. Opens and closes buildings according to schedule; guards against vandalism and unlawful entry. Reports misuse of town equipment and property.

8. Paints floors, walls and building fixtures; performs simple carpentry repairs in the maintenance of buildings.
9. Operates vacuum cleaners, floor polishers, snow blowers, town vehicles and other power maintenance equipment to perform assigned duties.

Performs other duties as required....

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 custodial and grounds maintenance work. Ability to perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Ability to operate and perform minor servicing on light power equipment. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees, departments and the general public.

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

Equipment used: All hand tools and equipment associated with outdoor landscaping & digging work, vacuum cleaners, floor buffers, mops, snow blowers, shovels, dusters, assorted hand tools, computers, calculator, telephone, FM radio, cell phone, digital reader, hand tape, flagging, writing utensils, paper, and other similar items.

Also, motor vehicle abilities are necessary and expected.

Work Surfaces: Concrete flooring, tile flooring, tables, desk, chairs, carpet, asphalt, loam, snow, ice, dirt, rocks, grass, water and other similar surfaces.