



TOWN OF GILFORD
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HELP WANTED

DEPARTMENT OF PUBLIC WORKS

LABORER/TRUCK DRIVER

The Town of Gilford, DPW Highway Division is currently accepting applications for a Laborer or Truck Driver. These are year-round, full-time positions with excellent benefits as set forth in the Town's Personnel Policies and Union Contract (AFSCME, Local 534). The starting pay range is \$13.92-\$18.51 p/h DOQE. Copies of the job descriptions are available upon request.

Applicants must possess a valid driver's license and be able to pass a drug test and criminal background investigation. A CDL with tanker endorsement is preferred or ability to obtain within 6 months of hire. The ideal candidate will have previous experience doing landscaping, snow plowing and/or road construction. Must be able and willing to perform strenuous physical labor and be able to work evenings, weekends and holidays as-needed. A proven record of dedication to superior job performance and teamwork is essential.

Applications will be accepted until position is filled - apply directly at DPW, 55 Cherry Valley Road or submit resume to DPW Director. EOE.

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR HIGHWAY 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 and other facilities utilizing standard hand tools and small power tools.

SUPERVISION RECEIVED

Works under the direct supervision of a working foreman or other higher grade employee who assigns work, reviews work in progress and/or upon completion, and provides instructions, as necessary. Duties are performed according to established and specific procedures.

SUPERVISION EXERCISED

May supervise seasonal hires as assigned.

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. Shovels snow and spreads sand, salt and other chemicals on sidewalks; parking lots and steps; 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. May serve as snow plow operator if plow route is assigned in a non commercial vehicle.
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. May serve as a snow plow operator's wingman; and may be assigned a plow route using a non commercial vehicle, if required, and may perform occasional refuse collection laboring.

Performs other related duties as may be 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; ability to understand and follow oral instructions.; ability to work with other employees proficiently.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent preferred. Physical ability to perform all required tasks listed above. Ability to obtain commercial license a plus. Possession of a valid New Hampshire operator's license required for job. Available for twenty-four (24) hour service to Division.

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.). Regularly required to work outdoors under extreme of heat, cold, rain or snow.

PHYSICAL REQUIREMENTS

- | | |
|------------------------------------------------------------|-----------------------|
| • 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, FM radio, cell phone, digital reader, hand tape, flagging, writing utensils, paper, and other similar items.

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

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR TRUCK DRIVER



JOB SUMMARY

Performs semi-skilled and skilled operation of heavy duty trucks and/or light duty motor equipment on a full time or predominant basis; performs general laboring functions incidental to operation of assigned equipment.

SUPERVISION RECEIVED

Works under the direct supervision of a superior who assigns specific work to be performed; work may be performed independently following an established routine; work is reviewed while in progress and/or upon completion and results obtained.

SUPERVISION EXERCISED

May supervise laborer helpers on truck driving assignments such as refuse collection and snow removal.

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. Operates a truck in support of crews carrying out maintenance and repair work on roads and other town facilities; hauls asphalt, gravel, pipe, tools and similar material; transports personnel and materials to and from work sites; picks up supplies and runs various errands.
2. Operates other departmental equipment as abilities allow in various construction maintenance work environments; performs minor maintenance on equipment.
3. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal and other seasonal clean up operations.
4. Performs routine laboring duties when not operating equipment or incidental to the operation of assigned equipment.

Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Some knowledge of the operating characteristics of light to heavy duty automotive and related equipment; some knowledge of the maintenance requirements of assigned equipment; some knowledge of the work hazards and applicable safety precautions associated with assigned

equipment and operations; ability to perform strenuous physical work; ability to understand and follow simple oral and written instructions; ability to work with other employees.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent. One (1) year experience in operating heavy duty trucks and/or light duty motor driven equipment. Possession of a valid New Hampshire light commercial license. Available for twenty-four (24) hour service to Division.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Frequent physical effort demanded in lifting and carrying, performing work in the out-of-doors in varying weather conditions with exposure to dirt, dust, grease, garbage, refuse and other disagreeable materials that may be trucked, exposure also to minor injuries such as cuts and bruises.

PHYSICAL REQUIREMENTS

- | | |
|------------------------------------------------------------|-----------------------|
| • Lift up to 10 lbs.: | Frequently required |
| • Lift 11 to 25 lbs.: | Frequently required |
| • Lift 26 to 50 lbs.: | Occasionally required |
| • Lift over 50 lbs.: | Occasionally required |
| • Carry up to 10 lbs.: | Frequently required |
| • Carry 11 to 25 lbs.: | Frequently required |
| • Carry 26 to 50 lbs.: | Occasionally required |
| • Carry over 50 lbs.: | Occasionally required |
| • Reach above shoulder height: | Frequently 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: Computer, typewriter, calculator, telephone, copier, FAX, FM radio, cell phone, digital reader, hand tape, flagging, writing utensils, paper, and other similar items.

Work Surfaces: Tables, desk, chairs, carpet, concrete flooring, tile flooring, asphalt, loam, snow, ice, dirt, rocks, grass, water and other similar surface.