

Job Name: PART-TIME GENERAL LABORER

The part-time GENERAL LABORER will be directly supervised by the Town Crew Supervisor.

Job Schedule: Due to the diversity of the job, this position is estimated at 20 hours a week (could be up to 28 hours per week) which includes rotating weekends for morning clean-up of Town shelters and grounds. Authorization by the Town Crew Supervisor for any additional hours must be approved prior to work being scheduled.

Job Requirements: Must have and maintain a valid Commercial Drivers License (CDL) or complete one within 90 days of employment.

Job Description:

- ▶ Mow grass, shovel snow, haul debris, rake, and prune shrubs & trees, and cut weeds.
- ▶ Clean shelters, Town Hall and grounds and other assigned areas.
- ▶ Operate a variety of machines and tools to perform the necessary maintenance and upkeep of the Town property and roads.
- ▶ Brush chipping.
- ▶ Perform maintenance and minor repair of equipment.
- ▶ Plow snow. During the winter season, snow removal duties may require varied hours.
- ▶ Other jobs as directed by Town Crew Supervisor.
- ▶ Keep records of jobs performed and time involved in performing work.

Physical demands: Various manual labor tasks may include lifting, pushing, pulling, carrying, walking uneven terrain, occasionally climb hills/roadsides and requires the use of various hand tools, power tools, chainsaws, shovels, hammers and brooms. Of work performed outdoors, it may include all types of weather and dust, noise, vibrations and mechanical hazards. Steel-toe boots and other protective items are recommended.

This job description is not intended to encompass every job duty or responsibility. This position is required to perform other duties as may be assigned or required by the Town Crew Supervisor.