

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Laborer, Seasonal	<b>GRADE LEVEL:</b>	3
<b>CLASSIFICATION:</b>	Non-exempt	<b>DEPT:</b>	WUD
<b>CREATED:</b>	Reactivate 4.9.2021; 07/05/2016	<b>REV DATES:</b>	

<b>Job Description:</b>	Performs routine work on an unskilled or semi-skilled nature requiring the ability to do heavy physical labor efficiently, usually during the summer months.
<b>Accountability:</b>	Reports to the Foremen or Director.
<b>Equipment Used:</b>	Hand and power tools; heavy and light construction and vehicles.
<b>Environment:</b>	Inside: <u>90 %</u> Outside: <u>10 %</u>

## Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Works on a road maintenance crew doing general laboring tasks and performs a variety of other heavy manual work in connections with summer and winter maintenance.
2. Loads and unloads stone, gravel, dirt, asphalt, bricks, timber, and heavy mechanical equipment.
3. Shovels, rakes, and hand rolls asphalt, mixes cement, and attends to brush cutting.
4. Uses and performs preventive/routine maintenance on hand tools and other machinery which may include, but not be limited to, mowers, brush cutters, chainsaws, weed whackers, etc.
5. Occasionally performs traffic control functions at job sites.
6. Familiar with and executes safe work procedures associated with assigned work.
7. Maintain effective working relationships with other employees and the public.
8. Knows and enforces material disposal policies and procedures at the landfill.
9. Performs other related work as required.

## Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS	F	O	S	R	NR	OTHER PHYSICAL CONSIDERATIONS	F	O	S	R	NR
LIFT up to 10 lbs.:	X					Twisting	X				
LIFT 11 to 25 lbs.:	X					Bending:	X				
LIFT 26 to 50 lbs.:		X				Crawling:			X		
LIFT over 50 lbs.:		X				Squatting:		X			
CARRY up to 10 lbs.:	X					Kneeling:		X			
CARRY 11 to 25 lbs.:	X					Crouching:		X			
CARRY 26 to 50 lbs.:		X				Climbing:		X			
CARRY over 50 lbs.:		X				Balancing:		X			
REACH above shoulder height:	X					<b>WORK SURFACE(S)</b> Rough, wet, slippery terrain. Concrete floor, dirt, and icy surfaces. Vehicle and equipment cabs.					
REACH at shoulder height:	X										
REACH below shoulder height:	X										

PUSH/PULL:	X				
<b>HAND MANIPULATION</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>NR</b>
Grasping:	X				
Handling:	X				
Torquing:					X
Fingering:	X				
Controls and Equipment: Required**					
<ul style="list-style-type: none"> <li>Mowers</li> </ul>					

**DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:**

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	<u>1-2</u>	<u>2-3</u>
Stand	<u>1-2</u>	<u>2-3</u>
Walk	<u>1-2</u>	<u>2-3</u>

**Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Necessary to detect fumes and gases.

**Specific Vocational Preparation Requirement(s):**

Short demonstration only	X	Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days		181 days to 1 year	1 to 2 years
2 to 4 years		4 to 10 years	Over 10 years
<b>Required:</b>	High School Diploma or equivalent. Must be 18 years of age.		
<b>Experience</b>			
<b>Supervisory experience:</b>	n/a		
<b>Licensure/Certification Requirements:</b>	Possession of a valid N.H. CDL license.		
<b>Other Training, and/or related Skills</b>	At least six months experience performing laboring, grounds, or building maintenance work; OR any combination of education and experience which demonstrates possession of the required knowledge, skill, and ability.		

**Summary of Occupational Exposures:**

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<ul style="list-style-type: none"> <li>✓ May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.</li> <li>✓ May be exposed to long periods of sunlight and darkness.</li> <li>✓ May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees etc.</li> </ul>

**Other Considerations and Requirements:**

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<ol style="list-style-type: none"> <li>1. Work assignments of a repetitive nature, once learned, can be executed under general supervision.</li> <li>2. Work may be constantly checked by senior department personnel to insure accuracy and completeness of assignments.</li> <li>3. Work often involves heavy physical exertion in extremes of heat, cold, and wet weather.</li> <li>4. Must be able to understand and follow oral and written instructions.</li> <li>5. Must be able to follow established safety rules and procedures.</li> <li>6. Must be dependable, responsible and conscientious.</li> <li>7. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.</li> <li>8. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.</li> </ol>

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

**Signature**

**Date**