

TOWN OF MILFORD - JOB DESCRIPTION

Seasonal Laborer (Truck Driver/Equip
Op) - Unskilled/Skilled – PT/FT

JOB TITLE:	Op) - Unskilled/Skilled – PT/FT	GRADE: ___ 3 or ___ 11
CLASSIFICATION:	Non-Exempt	DEPT: ___ DPW ___ WUD
CREATED:	11.2003	REV: 2.17.22; 7.9.2020; 9.18.18; 12.5.16; 10.3.11

Job Description:	Performs routine work on an unskilled or semi-skilled nature requiring the ability to do heavy physical labor efficiently, usually during the summer months. Employment term duration generally not to exceed 6 months.
Accountability:	Reports to the Department Foreman/Supervisor/Manager.
Equipment Used:	Hand and power tools which may include, but not be limited to, shovels, rakes, brooms, mechanic tools, drills, sanders, mowers, brush cutters, chainsaws, weed whackers, leaf blowers, power washers, pickup truck/1 ton vehicles, etc.
Environment:	Inside: ___ 10 % Outside: ___ 90 %

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.

<u>Unskilled – Grade 3 – PT/FT</u>	
Supervision:	Individual would require direct supervision
Experience:	0-30 days
License:	NH Driver’s License preferred
Tasks:	Routine in nature, general labor
Staffing:	Seasonal Full-time (Ex. Nov – Mar; Apr – Oct)
Supervision:	Individual would require direct supervision
Tasks:	Routine in nature, general labor
Summer:	
<ol style="list-style-type: none"> 1. Generally works on a crew doing general labor tasks. 2. Performs manual labor in connection with the upkeep and maintenance of Town properties to include: parks, cemeteries, highways, Transfer Station and/or the Water Utilities Department. 3. May assist with loading and unloading of materials. 4. May perform preventive/routine maintenance on tools and other small equipment. 5. May assist with traffic control functions at job sites. 	
Winter:	
<ol style="list-style-type: none"> 1. May assist with snow removal – salting, sanding, shoveling 	
At ALL TIMES:	
<ol style="list-style-type: none"> 1. Executes safe work procedures associated with assigned work. 2. Maintain effective working relationships with other employees and the public. 3. Performs other related work and other duties as required. 	

<u>Skilled – Grade 11 – PT/FT</u>	
Supervision:	Individual would be able to perform activity with moderate to minimal supervision. May be autonomous depending on experience.
Experience:	Beyond short demonstration to 30+ days experience. Prefer minimum of 6 (six) months experience performing laboring, grounds keeping or building maintenance work; OR any

	combination of education and experience which demonstrates possession of the required knowledge, skill and abilities.
License:	NH CDL B REQUIRED, Possession of a valid NH CDL-A preferred
Tasks:	Routine in nature, general labor; Routine to moderately complex general labor. Operation of heavy equipment/plows, etc
Staffing:	Seasonal Full-time (Ex. Nov – Mar; Apr – Oct)
Supervision:	Individual would be able to perform activity with moderate to minimal supervision. May be autonomous depending on experience.
Tasks:	Routine to moderately complex. Operation of heavy equipment/plows, etc
Summer:	
<ol style="list-style-type: none"> Generally works on a crew, however may work alone doing general labor tasks. Performs manual labor in connection with the upkeep and maintenance of Town properties to include: parks, cemeteries, highways, Transfer Station and/or the Water Utilities Department. May assist with loading and unloading of materials. May perform preventive/routine maintenance on tools and other small equipment. May assist with traffic control functions at job sites. May operate heavy equipment (NH CDL B REQUIRED) 	
Winter:	
<ol style="list-style-type: none"> May assist with snow removal – salting, sanding, shoveling May operate a plow or other heavy equipment (NH CDL B REQUIRED) Availability 24 hours per day to meet emergency situations. 	
At ALL TIMES:	
<ol style="list-style-type: none"> Executes safe work procedures associated with assigned work. Specific vision abilities may be required by this job to include: distance, ability to discriminate between colors and adjustment to focus. If operating heavy machinery, experience required. Requires independent and competent judgment in the operation of equipment. Maintain effective working relationships with other employees and the public. Availability 24 hours per day to meet emergency situations. Performs other related work and other duties 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					WORK SURFACE(S)					
REACH at shoulder height:	X					Concrete and tile floors; asphalt and gravel surfaces; dirt; uneven terrain; snow / ice; stairs; aluminum grating; steel catwalks; rough, wet, slippery terrain; vehicles and equipment cabs; etc					
REACH below shoulder height:	X					DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:					
PUSH/PULL:	X										
HAND MANIPULATION	F	O	S	R	NR						
Grasping:	X										

Handling:	X										
Torquing:		X									
Fingering:	X										
Controls and Equipment:	X										

	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>2-3</u>	<u>2-3</u>
Walk	<u>2-3</u>	<u>2-3</u>

Controls & Equipment

Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Cognitive and Sensory Requirements:

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

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.	GR3	30-90 days
GR3	91-180 days		181 days to 1 year	GR11	1 to 2 years
	2 to 4 years		4 to 10 years		Over 10 years

	<u>Unskilled – Grade 3 – PT/FT</u>	<u>Skilled – Grade 11 – PT/FT</u>
Required:	<ul style="list-style-type: none"> Grades 3 & 11 - Must be 18 years of age. Completion of high school or its equivalent. Ability to perform strenuous physical labor for extended periods under varying and adverse weather conditions. Scope of work may require the use of personal protective equipment; gloves, hard hat, safety glasses, masks, etc. 	
Experience	See pages 1 - 2	
Supervisory experience:	N/A	
Licensure/Certification Requirements:	See pages 1 – 2	
Other Training, and/or related Skills	See pages 1 – 2	

Summary of Occupational Exposures:

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May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
 May be exposed to long periods of sunlight and darkness.
 May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees etc.

Other Considerations and Requirements:

Other Considerations and Requirements:

- Work assignments of a repetitive nature, once learned, can be executed under general supervision.
- Work may be constantly checked by senior department personnel to insure accuracy and completeness of assignments.
- Work often involves heavy physical exertion in extremes of heat, cold, and wet weather.
- This position may require coverage in other departments, as needed, and the acquisition of other basic skills to cover these departments.
- Ensure compliance with town’s safety policies and executes safe work procedures associated with assigned work.
- Requires independent and competent judgment in the operation of equipment.

- Ability to understand and follow oral and written instructions.
- Ability to effectively and accurately communicate both orally and written.
- This position 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.
- The position requires that this employee treat the citizens of the Town of Milford and members of the staff with respect and courtesy.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

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

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	
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