

Job Description

Title: Highway 4 Laborer

Supervision: Hired by the Select Board and the Director of Operations. Reports to Director of Operations.

Hours/Compensation: This position is a full time 40 hour/week position. The basic work week shall be five (5) consecutive days per week, Monday – Friday. Your supervisor may establish irregular work schedules due to seasonal or other workload requirements. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Environment: The nature of duties require the employee to frequently conduct work outdoors and involve the presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors regardless of weather conditions. Employee is required to work beyond normal business hours in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- This position is a laborer's position and requires valid driver's license. Must have enough experience to adequately operate applicable highway department equipment as needed. Must have experience snowplowing, using a variety of hand tools.
- This position shall receive instructions from the Foreman or Director to perform a variety of duties.
- Expected to plow snow, cut brush & trees, work on road repairs, keep culverts open, cut shoulders, general building & grounds maintenance, mowing of intersections and town properties, and any other duties the Foreman or Director shall assign that is needed to keep the Town of Monterey's highways, buildings and properties in good condition.
- Provide maintenance, custodial and general repair services for all Town buildings and grounds as assigned.
- Performs all custodial services including sweeping, emptying trash receptacles, dry and wet mopping floors, vacuuming rugs, cleaning and sanitizing lavatories and

fixtures, servicing soap and towel dispensers according to a routine schedule or as usage conditions may require; clears and maintains in a safe condition throughout the year all access ways to public buildings and other property.

- Performs project maintenance services periodically as needed such as, painting interiors and exteriors, replace/repaint building signs, move furniture, perform incidental carpentry, repair plumbing fixtures, conduct preventative maintenance as needed, exterminate pests, and complete monthly fire extinguisher check in all Town buildings.
- Maintains all assigned public grounds in a seasonally appropriate manner and in an orderly, neat appearing, safe and serviceable condition including grass, shrubbery, other plants, flowers, monuments, access ways, parking areas and drainage.
- Acts as a backup Transfer Station Attendant as needed.
- When available, assists the Fire Department on any calls that come in during the work day. Additional training may be required.
- Bring to the attention of the Foreman or Director any problems or unsafe conditions that must be addressed immediately.
- This position requires mandatory overtime during the winter for snowplowing and during any other Town emergency as necessary.

Recommended Minimum Qualifications:

Education & Experience:

- Must have a High School Diploma or GED.
- While performing the functions of this job, the employee is required to sit, stand, walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate machinery and hand tools accurately and efficiently; ability to frequently lift up to 60lbs and occasionally lift up to 100lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

Knowledge, Ability and Skill:

Knowledge: Knowledge of safety regulations involving the use various power tools and hand tools. Knowledge of buildings, grounds and related equipment maintenance practices as well as a working knowledge of job, equipment and tool safety practices including the use of personal protective equipment and clothing and how to protect others who may be in the work area.

Ability: An ability to read, follow and successfully implement operating, application and assembly directions or instructions. An ability to communicate and work with the public, Town employees, contractors, and vendors in a professional manner. As needed, an ability to solve operational and maintenance issues that arise in a timely and effective manner.

Skill: Must have the skill to operate mowing equipment, light tractors and trucks, power and hand tools, as well as commonly used maintenance and custodial equipment.