**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Public Works Laborer*

## *Public Works Laborer*

## GENERAL STATEMENT OF DUTIES:

This is position is responsible for performing a variety of tasks in the maintenance and operation of the Town of Seymour.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* The position requires the operation of power tools and equipment, such as mowers, weed trimmers, leaf blowers, snow blowers, etc.
* As examples of potential types of job assignments, the Public Work Laborer may be assigned to any of the following tasks:
  + mow grass
  + prune trees and hedges
  + plant flowers
  + clean up litter and empty trash cans
  + Sweeping and cleanup of debris and materials from roads
  + snow and ice removal, including manual shoveling of snow
  + Weeding and weed whacking
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor

## SUPERVISION RECEIVED:

* Works under direct supervision of the Public Work’s Director and Public Works Foreman.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of the basic operation of power equipment such as mowers, weed trimmers, leaf blowers, and snow blowers.
* Knowledge of federal, state, local, town and other applicable environmental and safety statutes, ordinances, and codes.
* Knowledge of Federal (OSHA) and state regulations and town policies regarding safety training and safe work practices.
* Ability to establish and maintain effective working relationships.
* Ability to work under pressure and/or frequent interruptions
* Ability to change easily from one job to another.
* Ability to meet deadlines.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent
* Three (3) years’ experience in related field is preferred
* Job requires individual to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.
* Possession of a valid driver’s license.
* CDL Preferred, but not required

**REVIEW PROCESS:**

* + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head, will conduct an annual employee performance review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.