**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Department of Public Works*

## *Public Works Employee*

## GENERAL STATEMENT OF DUTIES:

This is a union position responsible for performing a variety of tasks in the maintenance and operation of streets, storm sewers, the urban forest, town, parks and recreation buildings and grounds, open spaces, public areas and properties.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* The position requires operation of town-owned vehicles, such as pick-up trucks, backhoes, street sweepers, dump trucks, salt spreaders, snow plows, etc. as required.
* The position requires the operation of power tools and equipment, such as mowers, chain saws, air compressor, etc.
* As examples of potential types of job assignments, the Public Works employee may be assigned to any of the following tasks:
	+ mow grass
	+ prune trees and hedges
	+ plant flowers
	+ clean garage areas and park facilities
	+ clean up litter and empty trash cans
	+ maintenance of sanitary and storm sewers
	+ Sweeping and cleanup of debris and materials from roads
	+ snow and ice removal, including manual shoveling of snow
	+ make repairs to borough roads, curbs and sidewalks as required
	+ pickup and removal of dead animals
* 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 Works Foreman & Public Works Director.
* Works under general supervision of the First Selectman.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of the basic operation of tractors, mowers, chain saws, brush chippers, weed trimmers, electric motors, pumps and street maintenance equipment, such as saws, plate compactor, compressors, paint machines, air compressors, skid steers, backhoes and single axel dump trucks.
* 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 perform semi-skilled interior building maintenance such as painting, plumbing, carpentry and other trade work.
* Ability to operate snow plow vehicles.
* 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.
* Must be available for overtime and on-call time.

## 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 including a class B commercial license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Public Works Director, in an annual meeting scheduled each January
	+ 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 and HR, will conduct an annual employee performance review each January and a mid-year 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.