

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Laborer	GRADE LEVEL:	11
CLASSIFICATION:	Non-Exempt	DEPT:	DPW - CEM
CREATED:	2006	REV DATES:	7.9.2020

Job Description:	Performs routine work of semi-skilled nature, tasks involved include maintenance of grounds, buildings, and equipment associated with care of cemeteries and town parks.
Accountability:	Reports to Cemetery/Parks Foreman
Equipment Used:	Riding mowers, tractors, and other lawn maintenance equipment and trucks., hand and power tools and other construction maintenance or related equipment.
Environment:	Inside: <u>10</u> % Outside: <u>90</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. Mows, fertilizes, waters, and performs various landscaping related tasks.
2. Maintains plantings, shrubs and trees including pruning, mulching, trimming, and removal of small shrubs and trees.
3. Operates 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.
4. Assists in grave openings and closings.
5. Paints buildings, fences, equipment, etc; performs routine and minor repairs to facilities and equipment.
6. Familiar with and executes safe work procedures associated with assigned work.
7. Occasionally operates light vehicular equipment (if properly licensed).
8. During winter months works on Highway Department sanding sidewalks, shoveling snow, traffic control and as a helper on snow plow wing truck.
9. 24 hours per day availability required during winter months to meet emergency situations.
10. Performs other related duties as assigned.

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS	F	O	S	R	NR
LIFT up to 10 lbs.:	X				
LIFT 11 to 25 lbs.:		X			
LIFT 26 to 50 lbs.:		X			
LIFT over 50 lbs.:		X			
CARRY up to 10 lbs.:	X				
CARRY 11 to 25 lbs.:	X				

OTHER PHYSICAL CONSIDERATIONS	F	O	S	R	NR
Twisting		X			
Bending:		X			
Crawling:			X		
Squatting:		X			
Kneeling:		X			
Crouching:		X			

CARRY 26 to 50 lbs.:		X			
CARRY over 50 lbs.:		X			
REACH above shoulder height:	X				
REACH at shoulder height:	X				
REACH below shoulder height:	X				
PUSH/PULL:	X				
HAND MANIPULATION	F	O	S	R	NR
Grasping:	X				
Handling:	X				
Torqueing:		X			
Fingering:	X				
Controls and Equipment:	X				

Climbing:		<u>X</u>			
Balancing:				<u>X</u>	

WORK SURFACE(S)

Turf, wet and slippery surfaces. Concrete and tile floors, Asphalt and gravel surfaces, uneven terrain , snow / ice, stairs, aluminum grating, steel catwalks, etc.

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	1-2	2-3
Sit	1-2	2-3
Walk	1-2	2-3

Controls

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. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an 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 and information.
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.	X	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
<u>Required:</u>	<ul style="list-style-type: none"> — Ability to perform strenuous physical labor under varying and adverse weather conditions. — Ability to understand and follow oral and written instructions. — Availability 24 hours per day to meet emergency situations. 				
<u>Experience:</u>	<ul style="list-style-type: none"> — High school diploma or equivalent required, plus any combination of secondary education and experience which demonstrates the candidate's required knowledge, skills and ability to perform job functions. 				
<u>Supervisory experience:</u>	<ul style="list-style-type: none"> — When assignment dictates, provides general supervision to unskilled and semi-skilled workers. 				
<u>Licensure/Certification Requirements:</u>	<ul style="list-style-type: none"> — Possession of a valid New Hampshire driver's license. — Possession of a valid NH Class B CDL license, highly desirable. — Possession of a valid NH CDL-A preferred. 				

<p><u>Other Training, and/or related Skills:</u></p>	<p>At least 30-90 days experience (6 months preferred) performing laboring, grounds, or building maintenance work. Some knowledge of tools, equipment, methods, and materials used in the general maintenance of streets and grounds; <u>OR</u> any combination of education and experience which demonstrates possession of the required knowledge, skill, and ability.</p>
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Summary of Occupational Exposures:

May be exposed to fuels, lubricants, fluids, fertilizers, herbicides and pesticides, long periods of sunlight, poisonous plants, insects, and bees.

Other Considerations and Requirements:

- Work assignments or a repetitive nature, once learned, can be executed under general supervision.
- Some independent judgment is exercised in the operation of equipment.
- Ability to understand and follow written and oral instructions
- Ability to perform heavy strenuous manual labor for extended periods and under varying and adverse weather conditions.
- Performs various labor tasks of an unskilled or semi-skilled nature that are essential to the operations of the highway and utility departments when assigned.
- Work may be frequently checked by the Cemetery Foreman and/or Cemetery Trustees to incusre accuracy and completeness of assignments.
- Work is reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in equipment operations.
- Maintain familiarity with town’s safety policy and executes safe work procedures associated with assigned work.
- Maintain good working relationships with all town departments.
- This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy.
- 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 and staff.
- **Ability to be available 24 hours per day to meet emergency situations.**

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	5/7/9/2020
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