**TOWN OF TOPSFIELD**
# SEASONAL LABORER
**JOB DESCRIPTION**

**Position Purpose**:
The purpose of this position is to conduct manual work in construction, grounds keeping and field maintenance, and road maintenance and repair projects; performs all other work as required.

**Supervision**:
*Supervision Scope:* Performs varied duties of a routine nature following clearly prescribed procedures. Requires a moderate measure of responsibility and judgment in determining method of completion.

*Supervision Received:* Works under direct supervision of the Parks and/or Highway Department supervisor.

*Supervision Given:* None.

**Job Environment**:
Frequent and extended periods of outside work under variable weather conditions, near hazards associated with construction sites.

Operates an automobile, light trucks, hand/power/pneumatic tools and telephones.

Interacts frequently with other Town departments and the general public. Communication is generally in person and by telephone and involves an information exchange dialogue.

Errors could result in delay or loss of service, and personal injury to self and/or others, and damage to equipment.

**Essential Functions**:
*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Performs manual work in the maintenance of town buildings and grounds.

Assists with a variety of public works and grounds projects.

Mows grass, trims shrubs, rakes and seeds. Performs minor maintenance on equipment used.

Performs manual work in the construction and maintenance of roads and sidewalks. Paints traffic markings, including parking spaces.

Responds to snow emergencies to shovel and remove snow and ice from walkways steps and pavements; assists equipment operators in plowing, sanding and/or salting operations.

Unloads, loads and moves materials, equipment and supplies and may assist in storing inventory

Performs similar or related work as situation dictates.

**Recommended Minimum Qualifications**:

Education and Experience:
Minimum age of seventeen years old and 2-3 months of related experience; any equivalent combination of education and experience.

Special Requirements:
Class B driver license

Knowledge, Ability and Skill:
*Knowledge:* Working knowledge of the hazards and safety precautions involved in the work performed. Knowledge of the practices, materials, tools, and equipment commonly used in the construction, repair, and maintenance of buildings and grounds.

*Ability:* Ability to understand and follow oral and written instructions. Ability to operate power hand tools. Ability to work effectively under time constrains to meet deadlines.

*Skill:* Skill in all of the above-mentioned tools and equipment.

Physical Requirements:
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the functions of this job, the employee is required to stand, walk, sit, talk and hear for extended periods. Employee is required to traverse uneven terrain. Frequently required to use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required including close, distance, and peripheral vision and the ability to adjust focus. Frequently lifts up to 75 lbs. *(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved October 2019**

**Superintendent of Public Works**
**Superintendent of Parks and Cemeteries**
**Town Administrator**