



Town of Newport **Full-Time Laborer**

The Town of Newport, NH seeks a qualified individual for the position of Full-time Laborer. This position is covered by a collective bargaining agreement.

The primary duties are to assist with routine maintenance of Town grounds, buildings and equipment; and perform other related duties as required and specified in the attached job description.

The successful candidate will possess, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated. Rate of pay \$20.20 - \$30.74 per hour DOQ plus benefits.

To apply, please submit an application to: Christopher Pelletier, Public Works Director, 15 Sunapee Street, Newport, NH 03773 or cpelletier@newportnh.gov. Applications may be obtained at the Town's website, www.newportnh.gov. Interested candidates should review the full job description available on our website.

The Town of Newport is an Equal Opportunity Employer

TOWN OF NEWPORT

JOB TITLE: Laborer

1/23/08

DEPARTMENT: Public Works

STATUS: Full-Time, Union, Non-Exempt

LABOR GRADE: 2

JOB SUMMARY: Performs a variety of routine unskilled and semi-skilled manual laboring duties involving the construction, repair, cleaning and maintenance of Town roads, drainage systems, cemeteries, parks and other facilities utilizing hand tools, power tools, mowers or other equipment.

MAJOR DUTIES: (The listed examples are illustrative only and may not include all duties found in this position)

- Assists with routine maintenance of Town grounds, buildings and equipment by watering, fertilizing, digging, planting, weeding, removing brush, mowing, raking, sodding, painting, washing and cleaning of planted areas and grounds, shops, recreation facilities and other Town structures and property; operates riding mowers and tractors; removes refuse from Town grounds.
- Performs general heavy laboring duties in assisting skilled and semi-skilled workers, including clearing culverts and drains, laying curbstone, mixing and pouring concrete, laying asphalt, patching streets, installing and repairing water and sewer lines, flushing hydrants and operating water pumps.
- Reads water meters.
- Assists with water breaks.
- Serves as snow plow operator's helper; may perform as wingman on a plow; assists in installing and removing truck sanders; shovels snow and spreads sand or salt on sidewalks, parking lots and steps.
- Spreads sand, gravel and asphalt; digs trenches, ditches and holes with pick and shovel; breaks asphalt and drills rock; sweeps sidewalks and roads.
- Assists in tree maintenance and removal work, pruning and removing dead, weak and infected limbs; sprays or injects chemicals on trees to treat disease and insects; plants small trees, fertilizing, watering and attaching appropriate braces.

- Loads and unloads heavy materials into and from trucks; moves sand, dirt, trash, stone, etc. with wheelbarrow.
- Maintains Town beaches, picnic tables and trash receptacles; cleans truck storage area.
- May operate the following trucks: pick-up, dump, bucket trucks as necessary; may operate power tools and perform some mechanical work as necessary; runs air compressor.
- Assists in updating cemetery maps and index cards; assists with locating grave sites; opens and closes graves; sells cemetery plots.
- May assign work to per diem summer help.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to use simple hand tools and power tools.
- Ability to perform simple and routine manual labor.
- Ability to perform prolonged heavy physical labor under adverse weather conditions.
- Ability to perform a variety of manual tasks or to perform one routine job for prolonged periods.
- Ability to understand and follow oral instructions.
- Ability to establish harmonious working relationships with fellow employees.

SUPERVISORY CONTROLS: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employee works as instructed and consults with a supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.

SCOPE AND EFFECT: The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as lifting heavy objects over 50 pounds, crouching or crawling in restrictive areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.