

TOWN OF CANTON

TITLE: Temporary Summer Employee

CLASS: Hourly

DEPARTMENT: Public Works / Parks Department

DATE: April 15, 2014

POSITION DESCRIPTION

Works under the general direction of the Director of Public Works: performs general maintenance work in the Parks Department maintaining the Town recreational fields and building grounds from June thru the end of August.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Receives oral and written directives from Supervisor.
- Follows a standard preventive maintenance schedule.
- Observes performance of equipment and reports malfunctions to Mechanic.
- Operates equipment to mow recreation fields, and Town grounds.
- Reports tasks accomplished orally to Supervisor.
- Performs general landscaping and athletic field preparation functions.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as necessary and/ or requested.
- May perform manual work in laying of pipes; patching or resurfacing roads; and related construction or maintenance work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work in extreme weather conditions including heat or cold with temperatures sufficiently high or low to cause marked bodily discomfort.
- Ability to apply common sense understanding to carry out oral instructions and to work independently with some variation in work methods.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Knowledge and ability to analyze problems.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to acquire skills to operate equipment.
- Knowledge of the function and safety features for all required equipment.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to act calmly and effectively in emergency situations.
- Ability to utilize hand tools and medium duty power equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires ability to sit or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet workload.
- Ability to lift up to 50 pounds necessary to move office files or equipment.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Ability to get into and out of trucks and heavy equipment.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

WORKING CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing the duties of the job, the employee will work in outside weather conditions. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation. Applicant must be eighteen years old.

LICENSE OR CERTIFICATE:

- Must possess a valid and current driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date