

**TOWN OF SUNAPEE
SEASONAL EMPLOYMENT POSITION
GROUNDS MAINTENANCE LABORER**

The Town of Sunapee seeks a part-time, seasonal, grounds maintenance laborer. The job description is attached. TO APPLY: You may obtain a job application on the Town's website or from the Town Offices. Please submit a completed job application to the Town of Sunapee Highway Department Attn: Scott Hazelton, Highway Director, [621 Route 11 Sunapee, New Hampshire 03782](#). Position open until filled.

Town of Sunapee, NH

POSITION: SEASONAL PART-TIME LABORER

DEPARTMENT: GGB&G

FLSA STATUS: Non-exempt

REPORTS TO: B&G Maint. Supervisor

LABOR GRADE: Seasonal

DATE: February 2020

GENERAL SUMMARY

Performs a variety of routine, semi-skilled, and unskilled manual heavy laboring duties involving the maintenance and mowing of Town grounds, recreational fields, and other Town-owned facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are considered essential to this position:

- Performs general heavy laboring duties to assist skilled workers in the maintenance of grounds, recreation fields, and other Town-owned facilities;
- Mows grass and removes weeds from Town-owned grounds, recreation parks, and playing fields, and from Sunapee School District playing fields. Removes weeds from building gardens, spreads bark-mulch, and plants flowers and trees, etc.
- Cuts and removes trees and brush, rakes and removes leaves and debris from building grounds, recreation parks, playing fields and other Town-owned property, as necessary;
- Moves gravel, sand, dirt, with hand shovels, and wheelbarrows. Spreads gravel, sand, loam, and bark-mulch with hand shovels and rakes.
- Cleans and clears catch basins, drop inlets, drain manholes, cross-culverts, and drainage ditches;
- Loads and unloads heavy materials from trucks, vans, and trailers. Stocks materials in storage areas or at work site

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS The Buildings and Grounds Maintenance Supervisor assigns work in terms of specific daily work task instructions. The employee keeps the Supervisor informed of progress and/or completion of each work task. Completed work tasks are reviewed only from an overall standpoint in terms of meeting requirements or expected results.

GUIDELINES Town and Department policies and procedures, and relevant state permits and federal laws.

COMPLEXITY The work includes manual labor duties for mowing and maintenance of Town-owned facilities.

SCOPE AND EFFECT The work includes the maintenance and mowing of Town grounds, recreational fields, and other Town-owned facilities.

PERSONAL CONTACTS Contacts are typically with Town resident, co-workers, elected officials, other Town employees and the general public. The contacts are typically sporadic in nature, are in a semi-structured setting (e.g., the contacts are generally at the employee's workplace).

PURPOSE OF CONTACTS The purpose of the majority of contacts is with supervisor to determine how and where to mow.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY Not applicable to this position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED.
- Possession of, or ability to readily obtain, a valid driver's license.
- 1-year experience in grounds maintenance.

Knowledge, Skills and Abilities

- Skill in organizing and prioritizing work tasks.
- Skill in the safe operation of vehicles, light equipment, hand and power tools.
- Knowledge of traffic laws, regulations, and construction safety procedures.
- Ability to understand and follow oral and written instructions.
- Reliable attendance and performance in all climatic and environmental conditions.
- Ability to read basic technical and maintenance manuals.
- Ability to write entries in and maintain logs, and complete basic reports.
- Ability to perform manual labor in environments characterized by heat or cold, dust, noise, and rain that may produce hazardous conditions at the work site.

LICENSING AND CERTIFICATION None.

TOOLS AND EQUIPMENT USED Light duty trucks, riding and push lawn mowers, gas powered weed whackers, gas powered leaf-vacuums and blowers, gas powered chain saw, hedge trimmers, and a variety of small hand equipment and power tools.

PHYSICAL DEMANDS 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 duties of this job, the employee is frequently required to stand on Asphalt, concrete, gravel, sand, woody debris, brush, leaves, grass, rough and uneven terrain, and all other surfaces required for the position for long periods of time; walk; use hands to finger, handle, grasp or feel; reach with hands and arms, speak, see and hear. Employee will often lift/move up to 25 pounds and must frequently lift/move up to 50 pounds with assistance.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May be exposed to fuels, grease, hydraulic fluid, solvents, and other petroleum-based products, etc. May be exposed to high noise levels from lawn maintenance equipment, heavy equipment and various power tools and equipment. May be exposed to long periods of sunlight and/or freezing temperatures. May be exposed to poison ivy, oak, or sumac; and insects such as spiders, snakes, wasps, hornets, bees, etc.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.