

**TOWN OF SUNAPEE
FULL-TIME EMPLOYMENT POSITION
LABORER – GENERAL GOVERNMENTAL BUILDINGS &
GROUNDS DEPARTMENT**

The Town of Sunapee seeks a full-time laborer for a position with the General Governmental Buildings and Grounds Department. Successful candidates must live within a 30-minute radius of the Highway Garage, will be required to be available for all winter weather related emergencies, and as deemed necessary during other times of the year. The hourly wage range for this position is \$20.17-to \$21.72. The starting wage range is dependent on qualifications and experience. A CDL license is preferred for this position but is not required. The Town of Sunapee is an equal opportunity employer and offers a comprehensive benefit package. Please visit the Town's website for a full job description. **TO APPLY:** Submit a completed job application and/or resume to the Town of Sunapee. Attn: Shannon Martinez, Town Manager, Sunapee, New Hampshire 03782. Position open until filled.

OFFICE HOURS: Mon. through Fri. – 7:00 A.M. to 3:30 P.M.

Town of Sunapee, NH

POSITION: Building & Grounds, Highway Maintenance Laborer DEPARTMENT: GGB&G
FLSA STATUS: Non-Exempt REPORTS TO: GGB&G Maintenance Supervisor
LABOR GRADE: 5 DATE: September 7, 2021

GENERAL SUMMARY

This position is responsible for routine maintenance duties for all Town buildings and grounds on an annual basis, and as determined necessary. Miscellaneous maintenance duties may need to be done on an as-needed basis and may not be listed in this job description because of the unknown nature of the items(s). However, regular duties are listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Take direction for buildings and grounds maintenance and repairs from the Buildings & Grounds Supervisor, and for roadway and drainage maintenance repairs from the Highway Director.

Perform preventative and routine maintenance on all building components (i.e. garage doors, toilets, sinks, lights, siding, walls, windows, roofs, doors, etc.) Report maintenance issues that need to be repaired to the Buildings & Grounds Maintenance Supervisor as they are discovered.

Maintains all Town-owned grounds including but not limited to parking lots, sidewalks, building entrances, lawns, trees, shrubs, gardens, gates and miscellaneous signs and posts as needed. Assists with roadway maintenance including snow plowing, snow removal, sanding and salting of surfaces for public safety, being available for all winter related emergencies, and other roadway maintenance activities as needed.

Repair roofs, walls and ceilings from water damage, human damage, property damage and any other type of damage to include replacing damaged shingles, wood, sheet rock, insulation, and painting of surfaces, etc.

Repair floors and stairways from normal wear and tear, and damage to include all floor and stair types such as linoleum, carpet, wood, ceramic tile and concrete.

Repair walkways and stairways (all foot travel routes) to include installation or replacement of brick, concrete, gravel, asphalt pavement and all types of walkway surfaces.

Remodeling and/or constructing new buildings, additions, rooms, entrances, stairways, walls, shelving units, doorways, windows, storage sheds, and other miscellaneous ancillary structures as needed or requested.

Interior and exterior painting.

Perform minor electrical maintenance/repairs as needed and as permitted.

Perform minor plumbing maintenance/repairs as needed and as permitted.

Fill water bubblers with replacement bottles as needed.

Clean, sanitize, and perform general maintenance of bathrooms, breakrooms and kitchen areas.

OTHER DUTIES AND RESPONSIBILITIES

Perform any or all other duties as requested or needed that pertain to the repair, maintenance, upkeep and construction of all building components and/or grounds.

COMPLEXITY

This position requires attention to safety requirements, safety needs, and safety problems.

This position requires the ability to read and follow written instructions.

This position requires the ability to follow verbal instructions.

This position requires the ability to respond to issues and problems in and around buildings and properties in a timely manner.

PERSONAL CONTACTS

Contacts are typically with the Town Manager, department heads, other municipal officials, department foremen, co-workers, other Town employees, Town residents, and the general public

PURPOSE OF CONTACTS

The purpose is to facilitate completion of needed tasks or repairs in various locations in Town.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or G.E.D

3-5 years in building repair and maintenance, landscaping, and building construction.

Any equivalent combination of education and experience.

LICENSING AND CERTIFICATION

Valid NH Driver's license.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Heavy and light construction equipment, heavy commercial and light trucks. Hand and power tools, cleaning equipment, ladders and lift equipment, and any other equipment that may be used for buildings and grounds maintenance.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must be able to lift, carry, and move 50 pounds, be able to regularly lift and carry 51 or more pounds regularly as needed, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing. Employee must be able to stand for two hours consecutively, up to five total hours.

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.

Approximately 50% of the work is performed inside, and 50% is performed outdoors sometimes during inclement weather.

WORK SCHEDULE

The general work schedule is Monday through Friday, eight hours per day , during regular business hours, and after hours for winter weather related emergencies. Hours may be modified to meet the needs of the Town. Occasionally certain work or repairs may need to be done when the Town buildings aren't open due to the nature of the work, and in order that normal business may continue. Therefore, this type of work may be done before or after business hours, on a weekend or holiday with permission from the Highway Director. In addition this position may be required to work overtime to complete projects.

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.