

JOB TITLE: Maintenance Laborer

DEPARTMENT: ROAD

STATUS: Part-Time, Non-Exempt

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

- Performs various semi-skilled tasks essential to public works operations including sweeping, raking, shoveling, digging, mowing, locating and filling potholes, cutting chipping brush and trees, removing roadside debris and other duties associated with maintenance of roads and property.

Other duties will include

- Assists in clearing roads of rocks, dirt, fallen limbs and trees or other road hazards.
- Assists in clearing and maintaining catch basins and culverts to keep water flowing out of the roadways.
- Control traffic during road construction projects
- Maintains traffic control signs, keeping them clearly visible to motorists
- Performs other related duties as required.
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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects.
- Knowledge of State laws and regulations pertaining to motor vehicle operation.
- Skill in the operation of equipment and tools used for highway and property maintenance.
- Ability to use simple hand and power tools.
- Ability to perform simple and routine manual labor.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to read and follow State and local laws, rules, regulation, and policies and procedures.
- Ability to read and interpret work orders and plans.
- Ability to detect errors in equipment operations.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relations with supervisor and coworkers, Town officials and employees, contractors and the public.
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SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar

situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as lifting heavy objects over 75 pounds.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, machines; with irritant chemicals; etc.). Employees may be required to use protective or safety clothing such as reflective vests, goggles, gloves, etc.).

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a high school diploma.
- Must possess a valid New Hampshire drivers' license and a clean driving record.
- Must be able to pass a pre-employment physical to obtain a medical card.

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Telephone () -			

POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
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Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 1000 characters)		Hours Per Week
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		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments:
