Town of Hooksett Job Description
Public Works Department
“Part-Time Laborer”

Date: January 2013

General Position Description: This position is a part-time position. Work involves the operation of light equipment used in a variety of projects within the Public Works Department, but primarily in the Parks & Recreation Division. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: This position reports to the crew chief of the division assigned to. If the supervisor is unavailable, the proper chain of command within the Department shall be used.

Equipment Used: Light utility vehicles, pickup trucks, sander, motor vehicles, mowers, trimmers, chain saw, hand and power tools, two-way radio, telephone, etc.

Environment: Inside: 10% Outside: 90%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Operate light equipment to include tractor, mower, etc.
- Operate light trucks to carry tools, equipment and supplies to and from job sites.
- Make minor repairs that are allowed and in compliance with current policy.
- All major repairs shall be reported to the crew chief, using proper forms and/or procedures in place.
- Loading and unloading materials and equipment transported by truck.
- Mow lawns and turf.
- Trim grass, shrubbery and trees.
- Perform other duties as assigned.
- Familiar with and execute safe work procedures associated with assigned work.
- Knowledge of the maintenance requirements, work hazards, safety practices and traffic laws relating to equipment operation.
- Ability to perform strenuous physical work under varying and adverse weather conditions.
- Perform other related work as required and deemed necessary and appropriate.

Support: Support the Department and all divisions with all operations.

Cognitive and Sensory Requirements:
- Vision: Necessary for effective and safe performance of job.
- Hearing: Necessary for receiving instructions and safety.
- Speaking: Necessary for communicating.
- Taste and Smell: Necessary for detecting fumes and gases and other smells which indicate a hazard or a proper safety function.
- Dexterity: Necessary for operating equipment, handwriting, etc.
- Mobility: Needed to walk around department locations, job sites, and different locations as required.

Physical Requirements:
Carry up to 10 pounds: frequently required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: regularly required.
Public Works Department – Part-time Laborer

Carry over 50 pounds: occasionally required. Assistance may be available.
Lift up to 10 pounds: frequently required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: regularly required.
Lift over 50 pounds: occasionally required. Assistance may be available.
Reach above shoulder height: regularly required.
Reach at shoulder height: frequently required.
Reach below shoulder height: frequently required.
Balancing: regularly required.
Push/Pull: regularly required.
Sit: six plus consecutive hours.
Stand: six plus consecutive hours.
Walk: four plus consecutive hours.
Twisting: regularly required.
Bending: regularly required.
Crawling: regularly required.
Squatting: regularly required.
Kneeling: regularly required.
Crouching: regularly required.
Climbing: regularly required.

Hand Manipulation:
- Grasping: frequently required.
- Handling: frequently required.
- Torque: occasionally required.
- Fingering: frequently required.
- Controls & equipment: hand and power tools; light equipment; motor vehicles; miscellaneous office equipment; engineering tools.

Work Surfaces: Inside and outside surfaces. Equipment and vehicle interiors and exteriors. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas. Grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces. Rain, snow, sleet, hail, ice and flooded areas and surfaces. Vertical and horizontal step surfaces.

Summary of Occupational Exposures:
- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.

Other Training, Skills and Experience Requirements:
- Effective communication skills.
- Ability to write daily reports, other reports, material lists, etc.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:
- Valid NH drivers license.
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.
Public Works Department – Part-time Laborer

**Schedule:** Flex schedule of primarily four days per week during Monday through Friday, 7am – 3:30pm. The work schedule and number of hours per pay period may change on a weekly basis depending on weather, budgetary issues, staffing needs, etc.