

Town of St. Joseph

Public Works General Labor

The purpose of this job is to provide Public Works general labor for the Town of St. Joseph. All work is performed under the direction of the Chair of the Town of St. Joseph and/or the assigned designee. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.

EXAMPLE OF DUTIES: Employees are expected to learn the full scope of duties, which may include but are not limited to the following:

- Brushing along the Town road ROWS
- Mowing along the Town road ROWS
- Maintaining the gravel shoulders of the town
- Demonstrate proper inspection, operation and basic maintenance of public works equipment including but not limited to town tractor, mower, retriever, etc.
- Fill out proper paperwork, as needed
- Comfortably work near moving mechanical parts and work in any outdoor weather conditions. The noise level of most operations is moderate.

EMPLOYMENT STANDARDS:

- Possession of a high school degree or equivalent
- Possess and maintain a valid driver's license
- Municipal work and/or mechanical/ tractor experience
- Have a good mechanical aptitude
- Ability to use a variety of equipment including but not limited to town tractor, mower, retriever, etc.
- Read, analyze and follow all written and verbal orders
- Physical demands include but not limited to sitting, standing, walking, climbing, stooping, bending, twisting, reaching, seeing far and near, hearing, lifting, and carrying 50 pounds or less
- Be self-motivated and willing to work
- Be available to work over-time and/or weekends on an as-needed basis
- Arrive to work on time, be able to follow directions & work in reasonable outside weather
- Be able to read, write, speak and understand English
- Hair is to be maintained in a neat manner and not extend below the top of the shirt collar
- No profanity is allowed while representing the town orally or on clothing
- Successfully pass a pre-employment drug/alcohol screening

ACKNOWLEDGEMENT: I have read this position description in its entirety and fully understand the expectations and requirements associated with this position. The job description and duties are subject to change at the discretion of the Administrator. This position description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change. I also understand that if employed by the Town of St. Joseph, I am employed as an at-will employee and the Town of St. Joseph or I may terminate the employment relationship at any time, without notice, and for any lawful reason.

Signature

Date