



TOWN OF WENHAM
DEPARTMENT OF PUBLIC WORKS
Seasonal Help
Job Posting

The Town of Wenham, MA is seeking applicants for 2018 seasonal employment positions with the Department of Public Works.

Primary responsibilities will include a variety of public works seasonal tasks, including maintenance of the Town parks, cemetery, municipal buildings and grounds and other related duties.

These general labor positions will begin May 15 (approximate). Positions are 40 hours per week and will be for approximately 12 weeks. Compensation is a minimum of \$11.00 and will commensurate with experience.

Interested candidates must be at least 18 years of age and have a valid Massachusetts driver's license.

The successful candidate will be required to pass a background check and drug screening as a condition of employment. Employees may be subject to random drug and alcohol screenings during the course of employment.

Additional information and application can be found at Wenham Town Hall, 138 Main Street, Wenham, MA or www.wenhamma.gov . Interested candidates please complete an application and email to sbouver@wenhamma.gov or bring to Town Hall 2nd floor and see DPW Administrative Assistant.

SEASONAL HIGHWAY LABORER- SUMMER 2018

Position Purpose:

The purpose of this temporary, seasonal position is to perform manual work, assisting in Highway Department construction, maintenance and repair projects, parks maintenance and all other related work as required.

Supervision:

Supervision Scope: Functions are generally well defined and limited in scope.

Supervision Received: Works under the general supervision of the Highway General Foreman, the Highway Working Foreman or the Parks Working Foreman, referring all questionable cases and problems to supervisor.

Supervision Given: None.

Job Environment:

Work is performed outdoors with exposure to temperature extremes and inclement weather. Incumbent is subject to the hazards associated with construction sites. Work environment is often very loud.

Regularly operates mowers and various hand (power/pneumatic) tools. May operate light duty and trucks if qualified.

Interacts infrequently with other town departments, the general public, and contractors working for the department. Communicates in person. Contacts generally involve an information exchange dialogue.

Errors in judgment may result in time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others, and have monetary repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of spec/fie statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Operates equipment and performs manual labor for all public works projects including constructing and repairing storm drains, street, sidewalks, parking lots, and other special projects.

Assists in the maintenance of town recreational and park areas; seeds, loams, fertilizes, rakes, rolls, weeds, mows, and waters lawn areas; plants, trims, prunes, and sprays hedges, shrubbery, and flowers; and rakes and disposes of rubbish and leaves.

Town of Wenham, MA
Highway Seasonal Laborer
April 12, 2018

Assists in highway and other related emergency repairs as required.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduation; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid Class D license. Must be 18 years or older.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the materials, methods and techniques relative to public works projects/programs.

Ability: Ability to follow detailed oral and written instructions given by supervisor. Ability to communicate effectively verbally with supervisor. Ability to follow proper methods, procedures and safety precautions.

Skill: Skill in operating above-mentioned equipment.

Physical Requirements:

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. Regularly lifts and/or moves objects weighing 100 pounds or more such as tools/equipment, supplies, and construction objects. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Climbs, balances, stoops, kneels, crouches and crawls. Frequently required to use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms. Specific vision abilities required includes close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds, distinguish sound as voice patterns and communicate. Manually operates all tools and vehicle controls. May spend the whole or a large portion of shift walking and standing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)