

# **Town of Sanbornton**

## **SHD**

### **Temporary Laborer/Seasonal Employee**

#### **Job Description**

##### **Job Summary:**

Performs semi-skilled and non-skilled work during operation of work day. Assists the highway department in many aspects ranging from roadside clean-up, traffic control, building maintenance, and other departmental functions. Responsible for manual labor, some heavy lifting associated with the position.

##### **Essential:**

Essential duties and other responsibilities may include, but are not limited to the following:

- Operates small tools, chain saws, plate compactor, weed trimmer, pickup truck, as well as other manual and power equipment.
- Routinely inspects all tools and equipment, responsible for cleaning and storing equipment in good working condition. Any damages or defects are to be reported as soon as possible.
- Performs other duties as assigned by the Operations Manager or Director of Highways

##### **Knowledge, skills, and abilities required:**

- Knowledge of town policies and procedures, including but not limited to safety policies and procedures outlined by the handbook.
- General knowledge of the geography of the town
- Skill in operating power and manual tools
- Ability to follow direction and able to work independently when needed

##### **Supervision received:**

- This position receives direction from the Operations Manager and the Highway Director.

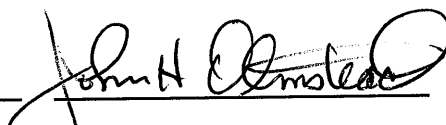
##### **Minimum Qualifications:**

- A high school diploma or equivalent required (waived if still in school). Possess a valid New Hampshire driver's license.

- Able to work in all weather conditions.
- Must be able to pass a criminal background check and drug screening

**Town of Sanbornton**  
**Board of Selectmen**

  
Katy North, Chair

  
John Olmstead

  
Tom Salatiello

Date: 4/11/18

Employee Signature: \_\_\_\_\_

\_\_\_\_\_ **Date**