



## ***Town of Eliot*** ***Public Works Department***

476 Dow Highway  
Eliot, Maine 03903

**Phone: (207)-439-9451 • Fax: (207)-439-7017**

*Joel C. Moulton, Public Works Director*

### **TOWN OF ELIOT** **Job Description**

**Job Title:** Summer Maintenance Laborer  
**Department:** Public Works/ Highway Department  
**Reports To:** Public Works Director  
**FLSA Status:** Non-Exempt

#### **GENERAL SUMMARY:**

The Summer Maintenance Laborer assists in the safe and proper use of equipment for maintaining lawn and landscape areas, as well as, general laborer construction duties. This individual removes debris from roadways, parks, and municipal properties and assists with the general maintenance and repairs of grounds maintenance and highways, culverts, and catch basins.

#### **ESSENTIAL JOB FUNCTIONS:**

- Collects trash from various municipal properties, as well as, the police station, town offices and fire station and transports same to the transfer station for disposal.
- Responsible for maintaining the Town owned cemeteries which may consist of mowing, brush clearing, and weed removal.
- Responsible for the mowing and trimming of grass around municipal buildings and highway island dividers.
- Responsible for the painting and general repairs to various town owned buildings.
- Removes debris from highways and patches roadways where needed.
- Assists with the launching and removal of floating docks at the boat basin.
- Clears ditches and culverts and replaces/installs culverts, rip rap banks and ends of culverts as needed.
- Cuts and removes brush, limbs and trees when necessary.
- Assists with the setup of voting booths for State and Town elections.
- Reports repair and servicing needs of trucks and other equipment to Director or Mechanic.
- All other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED:**

- Knowledge of general machine maintenance.
- Ability to communicate effectively with other employees and general public.
- Working knowledge of lawn mowers, lawn tractors, hedge trimmers, grass trimmers, dump trucks, road sweeping, vibratory compactors, and chain saws.
- Working knowledge of pruning equipment, shovels, rakes, hoes, push brooms, wheel barrows, pole drivers.

- Familiar with carpentry and masonry tools.
- Familiar with Transfer Station Equipment

*Laborer*

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**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Current driver's license
- Class B CDL license (optional)

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Outside working conditions.
- Prolonged standing.
- Occasional extreme weather conditions
- Ability to lift 50+ pounds.
- Good physical condition.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

\*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management on a case by case basis.

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Approval

\_\_\_\_\_  
Date