

# Public Works Laborer II

## Town of Southwest Harbor

The Town of Southwest Harbor is seeking a fulltime Public Works Laborer II. Work includes performing skilled and unskilled tasks involved in highway, harbor, grounds and facility construction and maintenance, as well as other projects affecting municipal property and buildings, including manual labor. The ideal candidate will have demonstrated knowledge of materials, methods and techniques commonly employed in highway construction and maintenance activities. Minimum qualifications of a high school diploma or GED, several years' experience in construction trades, possession of a valid driver's license, & operational specialties or any equivalent combination of experience and training. Position is 40 hours per week, year-round, with a pay range of \$21.00 to \$23.00 per hour depending on experience and training, plus an excellent benefit package. A full job description is available upon request. Submit a Town application or cover letter and resume to Marilyn J Lowell, Town Manager by email to [manager@southwestharbor.org](mailto:manager@southwestharbor.org). Applications will be accepted until the position is filled, with the first review of applications beginning on July 8.

*~ Southwest Harbor Is an Equal Opportunity Employer ~*



## Job Description Public Works Laborer II

**Position:** Regular Full Time Employee  
**Hours:** 40 hours per week. If authorized, occasional overtime may be required.  
**Classification:** Hourly, not-exempt from overtime

### General Responsibilities:

Performing skilled and unskilled tasks involved in highway, harbor, grounds and facility construction and maintenance, as well as other projects affecting municipal property and buildings, including manual labor.

### Specific Responsibilities:

The following are typical examples of work to be performed, although additional duties should be expected and will be required:

1. Plowing and sanding roads using a variety of highway equipment.
2. Operating a snowblower, shoveling snow, sanding, and salting sidewalks.
3. Ditching roads, installing culverts, patching pavement, removing blowdowns, and cutting brush, including some heavy manual labor.
4. Operating trucks of 26, 001 pounds GVWR or more.
5. Operating a backhoe/loader.
6. Operating a variety of other power and hand tools, such as a riding mower, hand mower, string trimmer, chainsaw, power broom, shovel, rake, etc.
7. Mowing and trimming grass.
8. Maintaining equipment, such as changing oil, repairing lights, installing plow blades, and making other small repairs.
9. Painting, cleaning, and maintaining buildings and grounds.
10. Closing, locking, and securing the Town Garage and gas cabinet.
11. Erecting, removing, and storing barricades and signs.
12. Keeping the work site in a clean and safe condition.
13. Working nights, evenings and/or holidays as the needs of the job may require.
14. Complying with all safety and health regulations and Town work rules.
15. Attending or obtaining training on work-related subjects.
16. Maintaining harmonious relationships with other employees, public officials, and the public.
17. Performing related duties from time to time as may be directed by the Foreman or Town Manager.

### Supervision Received:

The Public Works Laborer II reports directly to the Public Works Foreman, with occasional direction by the Town Manager.

### Supervision Exercised:

The Public Works Laborer II supervises no employees on a regular basis, but may occasionally supervise other laborers, grounds maintenance personnel or part-time snowplow drivers as needed.

### Necessary Special Requirements:

Employee is required to have and maintain a valid State of Maine class A or B Commercial Driver's License (CDL) and shall always remain insurable under the Town's vehicle insurance coverage.



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### Desired Minimum Qualifications:

#### *Knowledge, Skills, and Abilities:*

1. Knowledge of materials, methods and techniques commonly employed in highway construction and maintenance activities.
2. Knowledge of the hazard and safety precautions of the work.
3. Considerable skill in the operation of heavy trucks, backhoes, chainsaws, and related equipment.
4. Ability to pass a post-offer physical examination.
5. Ability to pass a post-offer drug and alcohol examination, as well as random exams.
6. Ability to establish and maintain effective relationships with fellow workers and the public.
7. Ability to understand and follow oral and written communications.
8. Ability to work independently and as part of a crew.

#### *Education and Experience:*

1. Graduation from standard high school or possession of a GED certificate.
2. Several years of work experience in the construction trades.
3. Any equivalent combination of experience and training.

#### *Physical Demands:*

1. Vision sufficient to read documents and operate a motor vehicle.
2. Hearing sufficient to communicate in person and on the telephone, cellular phone, and two-way radio.
3. Physical ability to climb into trucks and up ladders.
4. Physical ability to lift packages up to 50 pounds.
5. Manual dexterity sufficient to maintain basic job records and complete forms.

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The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

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I have received, reviewed, and accepted this job description.

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Date

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Signature

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Printed Name