

## **Barton Village, Inc.**

**Position Description:** Temporary/Seasonal Laborer  
**Employment Status:** Full Time/Hourly  
**Department:** Public Works  
**Reports to:** DPW Foreman

### **General Purpose**

Under direction of the DPW Foreman, the temporary/seasonal laborer will assist with day to day public works operations.

### **Essential Duties and Responsibilities**

Duties include Shoveling, flagging, lifting and placing highway, water, sewer or storm drain related materials. Operating compactors, a two-ton truck, backhoe, skid steer, rental equipment, power tools and saws along with general equipment maintenance and cleaning and other duties assigned.

Follow established Barton Village, Inc. policies and procedures.

Communicate and interact with Barton Village, Inc. co-workers and customers effectively.

Establish and maintain effective working relationships with supervisor, co-workers and the public.

Maintain good attendance and punctuality.

Fully comply with current public works standards as specified within Vermont Occupational Safety and Health Administration (hereafter VO SHA), Occupational Safety and Health Administration (hereafter OSHA).

Maintain a clean and safe work environment and recognize and report unsafe working conditions.

Utilize proper body mechanics and maintain ergonomically correct positions while working.

Maintain skills and knowledge in the proper and safe techniques for performing job functions.

Perform other duties as assigned by Department Supervisor.

Wear appropriate PPE (Boots, Safety Helmets, Safety Glasses, Hearing Protection) when necessary in accordance with VO SHA and OSHA. (Boots will not be provided to seasonal/temporary staff).

## **Minimum Qualifications**

### **A. General**

Valid driver's license and pass a background check.

### **B. Physical Criteria**

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation. This position requires a majority of time (up to 100%) spend walking and standing.

Sitting will be required minimally (10%).

Repetitive movement of both hands and feet are required.

Audio, visual, and verbal functions are vital aspects to performing this position as well as the ability to operate an automobile.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Continuous demands: Walking and standing  
Frequent demands: Lifting, Handling, Reaching, Carrying, getting into and out of a vehicle.

Occasional demands: climb or balance; stoop, kneel, bend, crouch, or crawl; talk and hear and ability to lift 90 lbs.

### **C. Environment Criteria**

Must be able to perform physically demanding work under varying weather conditions such as extreme cold and extreme heat. Weather conditions can vary from cold (sub-freezing) in the mornings to very hot and humid during the summer months. The employee is frequently exposed to wet and/or humid conditions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.