

TOWN OF TIVERTON, RHODE ISLAND

POSITION DESCRIPTION

Class Title: Seasonal Help

Department: Public Works

WORK HOURS

Hours are part time. Work week may fluctuate.

GENERAL PURPOSE & SUPERVISION RECEIVED

Performs semi-skilled to skilled work in maintaining and repairing buildings, recreational areas and roadways. Works under the supervision of a DPW employee or Recreational employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs maintenance and repairs on Town buildings, recreational areas and roads. Operates a variety of hand tools and power tools.

DESIRED MINIMUM QUALIFICATIONS

- A. Graduation from high school or GED equivalent.
- B. Experience in building trades maintenance and repair is preferred.
- C. Any equivalent combination of education and experience.
- D. Ability to: use various tools and equipment, follow safety procedures, carry out assigned projects to their completion, communicate effectively verbally, establish and maintain effective working relationships.

TOOLS AND EQUIPMENT USED

Construction, landscape, cleaning. Computers may be used.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative but not necessarily all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds and occasionally heavier weights. The employee may work near moving mechanical parts

and in outside weather conditions. The noise level in the work environment ranges from quiet to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does 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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Approval: _____
Department of Public Works - Date

Appointing Authority Approval: _____
Town Administrator - Date

Acceptance: _____
Seasonal Employee - Date

Effective Date: (Initial) 4-1-20

Rev: 5-14-21 – added Date on 3 signatory lines