



Job Description

Employee: _____

Title Summer General Laborer

Dept. Maintenance

Exempt/Nonexempt Non-Exempt - Temporary

Reports to Utility & Maintenance Manager

Pay Grade \$15.17

Effective Date _____

New position

Position change

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Assist the maintenance department in duties to help ensure the accurate and efficient operation of all Port owned grounds and facilities.

Essential Functions/Major Responsibilities:

- Sweep walkway of debris or use a leaf blower.
- Set up tables and chairs as needed for conference room meetings as directed by Administration at Main office.
- Paint manifolds and buildings.
- Pick up parts that have been ordered in town using a port owned vehicle.
- Errands around town in a port owned vehicle. Ie: stocking freezer with ice, paperwork to and from the main office.
- Pulling weeds around port owned facilities and grounds.
- Sweeping and cleaning port owned facilities and grounds.
- Cleaning and detailing port owned vehicles.
- Helping shop mechanics with oil changes on port owned vehicles.
- Counting and labeling of inventory in shop yard and parts room.

**Secondary Functions:**

- Perform other related duties as assigned by supervisor.

Job Scope:

Job is fairly routine. Incumbent follows established practices and procedures. Duties are performed with specific directions given and work is checked or verified visually on a frequent basis. Decisions are made within specific operational instructions and departmental guidelines. Errors in judgment could affect the smooth and efficient operation of the Port grounds.

Supervisory Responsibility:

Job has no supervisory responsibility.

Interpersonal Contacts:

Contacts are made with others both inside and outside the organization. Internal contacts frequently include all crew personnel and all office personnel. Interactions tend to focus on information exchange, receiving direction, or receiving training. Contacts could include sensitive or confidential information.

Specific Job Skills:

- Possess knowledge of general lawn maintenance equipment such as lawn mower, trimmers and blowers.
- Good organizational skills.
- Ability to read, write, speak, and understand English.
- Ability to work outside in different climates including cold, wet, hot and windy conditions.
- Ability to stand for long periods including bending, stooping and reaching.
- Must possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance

Education and/or Experience:

- High school education or equivalent required.
- Must be at least 18 years of age.

Job Conditions:

Working conditions include working alone and with others, working outside in varying weather conditions, and frequent interruptions. The incumbent may be required to work in an environment where there are fumes, building temperature fluctuations, noise, chemicals, poor ventilation, dirt, dust, chemicals and extreme outside weather temperatures.



First Level Supervisory Approval

Second Level Approval

Employee Approval_ Date: