



Town of Jamestown

Public Works Department

93 Narragansett Ave ♦ Jamestown, RI 02835

Phone: (401) 423-7225

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TO: Potential Candidates
FROM: Public Works Department
SUBJECT: Seasonal Laborer – Wastewater Department
DATE: June 22, 2021

The Town of Jamestown is posting for the position of Seasonal Laborer in the Wastewater Department. This is a full time position without benefits.

<u>JOB TITLE</u>	Seasonal Laborer
<u>RATE OF PAY</u>	\$15.00 per hour
<u>HOURS OF WORK</u>	40 hours per week 7:00 AM to 3:30 PM
<u>DAYS OF WORK:</u>	Monday-Friday
<u>WORK AREA</u>	Wastewater Treatment Facility

Completed applications or letter of interest must be delivered to the Public Works Department office by the end of business on Wednesday July 7, 2021.

Michael C Gray
Public Works Director

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Seasonal Laborer – Wastewater Department

NATURE OF WORK

This is unskilled and semi-skilled manual work in the performance of a variety of tasks pertaining to the maintenance and repair wastewater facilities. This is a full-time seasonal position.

An employee in this class is responsible for performing a wide variety of tasks requiring physical strength, stamina and manual dexterity. Work involves the maintenance of grounds, buildings, and equipment at the wastewater treatment facility, pump stations, and performance of maintenance and inspection of the wastewater collection system. Work generally involves the use of hand tools and the operation of small powered equipment. Supervision is received from a superior who assigns and inspects work in progress.

ILLUSTRATIVE EXAMPLES OF WORK

This is a hands-on position responsible to provide support to the Waste Water Department operations and maintenance. Light landscaping and various tasks would be expected. •

Examples of Duties*

1. Follow safe work practices and observe safety rules and precautions.
2. Safely and effectively use a wide variety of hand and power tools to clean, repair various needs
3. Assist other staff with tasks in and around the department
4. Assist with trimming, mowing, and weeding
5. Follow applicable laws and regulations for maintenance service activities.
6. Perform semi-skilled and skilled maintenance work.
7. Perform heavy physical labor.
8. Exercise sound judgment within general procedural guidelines.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Analyze problems, evaluate alternative solutions and recommend effective courses of action.

TOWN OF JAMESTOWN POSITION DESCRIPTION
Class Title: Seasonal Laborer – Wastewater Department

KNOWLEDGE, ABILITIES AND SKILLS

Ability to perform manual labor for extended periods and under unfavorable weather conditions;

Ability to learn to operate power and hand tools used in maintenance activities, safely and efficiently;

Ability to understand and follow oral instructions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The employee is required to use hands and fingers to: handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. This employee occasionally works in high or precarious places and is exposed to outside weather conditions to include frequent exposure to heat or cold, wet and/or humid conditions, frequently works in heavy traffic areas and is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Noise levels in the work environment is frequently loud. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may be required by the Public Works Director.