

TOWN OF NORTH HERO

PUBLIC WORKS ASSISTANT – PART-TIME

JOB DESCRIPTION

The Public Works Assistant is a working position, hired by the Selectboard and reporting to the Road Foreman. **The Assistant reports to, and takes assignments from, the Foreman.** The Assistant is responsible for aiding in the maintenance of roadways and right of ways, maintenance equipment and vehicles, the transfer station and other duties as assigned by the Foreman.

The part-time Assistant position is an hourly wage position that offers pro-rated benefits as stated within the Town Personnel Policy. Hours of employment will be assigned by the Foreman but will not exceed a yearly average of 24 hours per week.

GENERAL QUALIFICATIONS OF ALL ASSISTANTS

High School diploma or equivalency
Valid Vermont License (CDL required if operating large plow truck)
Reside in or in close proximity to North Hero
Present a neat and pleasant image to the public

BUILDINGS AND GROUNDS ASSISTANT

Janitorial duties inside and outside of Public Works building
Mowing and trimming of town lands as assigned by the Selectboard
Keep grounds equipment in clean and operable condition at all times
Other duties as assigned by Foreman

ROAD MAINTENANCE ASSISTANT

Assist Foreman in the summer maintenance and construction of the Town road system
Assist Foreman in the winter maintenance of roads and sidewalks
Other duties as assigned by Foreman

COMPENSATION

Hourly compensation will be determined by experience level, time in service; work quality, work attendance and punctuality.

THE ATTACHED DRIVER'S CONSENT FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE APPLICATION.

TOWN OF NORTH HERO
DRIVER'S CONSENT FORM

I, _____, understand that the Town of North Hero will obtain copies of my motor vehicle driving records from various state Departments of Motor Vehicles.

I understand that the Town of North Hero shall use such driving records in determining whether to initiate or continue my employment.

This consent shall be a continuing consent throughout the period during which I am an applicant for employment with, or an employee of, the Town of North Hero.

Signature: _____

Date: _____