

**Town of Shelburne
Position Description**

Position Title: **Buildings, Facilities & Grounds Laborer**

Department: Administration

Full Time / Nonexempt

Reports To: Town Administrator & Highway Superintendent

Date: 2025

GENERAL SUMMARY:

Under direction of Town Administrator, & Highway Superintendent: Responsible for performing semi-skilled tasks in a multi-craft environment, including the maintenance and repair, carpentry, and grounds elements of Town buildings and facilities.

ESSENTIAL JOB FUNCTIONS:*

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in the repair, maintenance and remodeling of plumbing, equipment and facilities.
- Performs rough and finish carpentry, including cabinetry, shelves, dividers, paneling and partitions; assists in installing ceiling and flooring materials; installs locks, closing devices and other door and window hardware; prepares forms for cement laying and assists in the finishing of cement projects.
- Performs painting of interior and exterior building surfaces; prepares surfaces for painting, protects surrounding surfaces and uses a variety a methods to apply paint or other covering materials such as brushes, rollers and spray equipment
- Mows, trims, edges, fertilizes, and waters parks, Town-cemeteries, playing fields and other landscaped areas; weeds, prunes, mulches, fertilizes, and prepares soil for planting; seeds and re-sods lawn areas; plants trees, seedlings and shrubs.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains park grounds, athletic fields, paved areas and paths; grooms and prepares ball fields and other park facilities for public use.
- Performs snow removal and salting of public spaces, facilities and access ways.
- Operates and maintains a variety of hand and power tools and equipment related to activities.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the Town with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Basic principles, equipment, methods and materials used in building and grounds maintenance activities.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Communicating effectively in oral and written forms.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Maintaining a variety of landscaped areas
- Safely operating construction equipment and vehicles.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Massachusetts Driver's License, CDL preferred

SUPERVISORY RESPONSIBILITY:

N/A

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing, frequent periods requiring sustained uncomfortable physical positions.
- Regular and sustained periods of strenuous physical exertion requiring ability to lift, carry, and position heavy objects utilizing proper body mechanics and techniques.
- Operate equipment, which causes loud noise levels and high vibrations.
- Utilize proper sanitary precautions when handling trash, garbage, and other potential biohazards.

OTHER:

- Will be reviewed annually by the Town Administrator.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Shelburne Board of
Selectmen Approval**
Date:

Proposed Budget for Facilities and Building Maintenance Laborer Position

Salary	53,505	25.63 / hr
Benefits	17,580	
Pickup Truck	24,000	
Equipment	12,000	lawn tractor w/ snow blower attachment
	107,085	