

Town of Townsend
Job Description
Last Updated: 2025

Job Title: Temporary Part Time- Public Works Crew Member
Department: Public Works
Reports To: PW Supervisor / Town Manager
FLSA Status: Non-Exempt

Summary:

The Temporary Part-Time Public Works Crew Member performs hands-on maintenance, repair, and general upkeep of Town facilities, parks, streets, sidewalks, equipment, and infrastructure on a temporary and part-time basis. This position supports the Public Works Department during peak workload periods, seasonal operations, special projects, and emergencies. Employees work under the direction of the Public Works Supervisor and are expected to follow all safety protocols, operate equipment responsibly, and provide high-quality service to the community. This position does not carry an expectation of continued employment beyond the assigned period and may be terminated at any time based on operational needs.

Essential Duties and Responsibilities:

The following duties represent the principal job duties; however, they may vary depending upon actual assignment and are not all-inclusive.

Parks & Grounds Maintenance

- Perform routine mowing of grass in parks, open spaces, and rights-of-way using push and riding mowers.
- Trim and edge around sidewalks, curbs, fences, and landscaped areas.
- Prune shrubs and trees, remove fallen limbs, and assist with tree trimming under supervision.
- Spread mulch, seed lawns, and apply fertilizer as directed.
- Conduct seasonal tasks such as leaf collection, aeration, and winterization of landscaped areas.
- Assist with playground inspections by checking for hazards, tightening bolts, and reporting issues.
- Collect and dispose of trash and debris from parks and public spaces; replenish dog waste stations.
- Prepare athletic fields by lining, dragging, and maintaining turf for scheduled events.

Streets, Sidewalks & Right-of-Way Maintenance

- Patch potholes and cracks using asphalt or other approved materials.
- Assist with sealing cracks and painting pavement markings such as crosswalks and curbs.
- Clear storm drains and catch basins of debris to prevent flooding.
- Remove litter, brush, and weeds from streets and sidewalks.
- Support ADA compliance efforts by reporting uneven surfaces or damaged curbs.

Building, Facility & Infrastructure Maintenance

- Perform minor repairs to Town buildings, including painting, caulking, and basic carpentry.
- Assist with plumbing tasks such as unclogging drains or replacing fixtures under supervision.
- Help maintain clean and safe conditions inside and outside Town facilities, including pressure washing and sweeping.

Equipment Operation & Maintenance

- Operate Town vehicles and equipment such as trucks, tractors, snow blowers, and power tools safely and efficiently.
- Conduct pre-trip and post-trip inspections, checking fluid levels, tire pressure, and safety features.
- Report equipment malfunctions promptly and assist with basic maintenance like oil changes or blade sharpening.

Snow, Storm & Emergency Response

- Participate in snow removal operations, including plowing, salting, and shoveling sidewalks.
- Respond to storm-related cleanup by removing fallen trees, clearing debris, and assisting with emergency repairs.
- Be available for on-call duty during severe weather or emergencies, which may require extended hours.

Event Setup & Community Services

- Assist with setting up tents, tables, chairs, and signage for Town-sponsored events.
- Ensure event areas are clean and safe before, during, and after activities.
- Provide logistical support such as moving equipment and supplies as directed.

Safety Compliance

- Follow all safety guidelines, including wearing PPE (hard hats, gloves, safety glasses, etc.).
- Use proper lifting techniques and safe operation procedures for tools and machinery.
- Immediately report unsafe conditions, accidents, or injuries to the Supervisor.

Professional Conduct

- Maintain a neat and professional appearance while on duty.
- Communicate courteously with residents, businesses, and coworkers, providing assistance when approached.
- Represent the Town positively in all interactions.

Other Duties as Assigned

- Perform special projects or seasonal tasks as directed by the Public Works Supervisor.
- Assist other departments when needed for cross-functional projects.

Physical & Work Requirements

- Ability to perform manual labor in varying weather conditions.
- Ability to lift, carry, push, or pull up to 50 pounds.
- Ability to stand, walk, bend, kneel, and operate tools and equipment for extended periods.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Temporary Part-Time **Public Works Crew Member**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____