

**TOWN OF SOUTH BETHANY  
PUBLIC WORKS/PART-TIME, YEAR ROUND LABORER  
POSITION DESCRIPTION**

**TITLE:** Public Works/Laborer  
**DEPARTMENT:** Public Works/Maintenance  
**REPORTS TO:** Public Works Lead  
**STATUS:** Part-Time/Year Round

**General Summary:** Under the direction of the Public Works Lead, this individual performs all tasks and projects for the general maintenance of the Town and Town-owned property and buildings. This position will require working weekends Memorial Day through Labor Day.; evenings may be required for emergencies and Town-related issues.

**Duties (as directed by the Lead Worker):**

- General maintenance of the Town ensuring that the Town and beach is free of trash and beach walkways and ramps are maintained (free of sand and obstacles). Ensure that storm/sand fence is intact and maintained.
- Mowing and landscaping the medians and rights-of-way on Coastal Highway and/or other areas throughout Town.
- General maintenance of Town Hall, Public Works, and the Police Department.
- Maintenance of grounds at Town Hall including, but not limited to, parking areas, fitness area and walking/historic trail. Restock dog waste dispensers and empty dog trash receptacles daily.
- Assist during weather events such as plow snow from roads.
- Cleaning, minor maintenance, and upkeep of all Town-owned vehicles, as required. Maintain all Town equipment including power tools, mowers and ATVs.
- Assist Public Works with removing trash and debris from the canals.
- Perform other duties as assigned by the Public Works Lead.

**Work Schedule**

A minimum of 25 hours/week. Schedule may vary seasonally and could include occasional evenings, weekends, or emergency call-in during storm events.

**Required Knowledge, Skills and Abilities**

Knowledge of standard general maintenance including, but not limited to, minor electrical, plumbing and mechanical repairs, and carpentry. Ability to meet and communicate with the public in a respectful and diplomatic manner. Must have the ability to make independent decisions and work effectively with others. Must be able to perform physical labor and heavy lifting of at least 50 pounds. This position could require working in extreme weather conditions. Basic knowledge of manual and power tools including chain saws and commercial mowers is required.

**Qualifications/Preferred Requirements**

High school diploma, or equivalent. Valid driver's license required. Municipal experience preferred but not required.