

## Position Description Town of Whiteland

<b>Position title:</b>	Seasonal Laborer	<b>Job Classification</b>	Non-exempt
<b>Department:</b>	Street	<b>Position Type</b>	Part Time
<b>Work schedule:</b>	Monday – Friday, 8am-4pm, 35 hours weekly with some flexibility		
<b>Salary Range</b>	\$18-\$20 Hr.	<b>Supervisor</b>	Department of Public Works Coordinator
<b>Job Purpose</b>	Employee will be responsible for performing mowing and vegetation control services within the Town of Whiteland. This position supports the Department of Public Works by maintaining public rights-of-way, town-owned properties, parks, drainage areas, and other designated locations to ensure a safe, clean, and aesthetically pleasing environment for residents and visitors. Operate mowing equipment and related tools in a safe and efficient manner, follow established maintenance schedules, and complete assigned tasks under the direction of the Public Works Coordinator. Work includes routine mowing, trimming, edging, debris removal, and general grounds maintenance as specified.		

### DUTIES AND RESPONSIBILITIES

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Mowing Town properties, rights-of-way, and other areas assigned. May work up to 35 hours a week depending on weather conditions. Must be able to run zero turn mowers and weed eaters.
- Perform other duties as assigned by the Public Works Coordinator

### JOB REQUIREMENTS

- High School Diploma or GED.
- Ability to meet all department hiring requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Possession and maintenance of a valid driver's license and demonstrated safe driving record.
- Ability to plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision.
- Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The Town of Whiteland is an "at will" employer and has the right to terminate the employment relationship at any time.	
	Employee Signature:
	Date:
Approved By:	