

August 4, 2021

Town of Lancaster
Parks and Recreation
525 Pavement Road
Lancaster, NY 14086

One full-time vacancy is anticipated for the position of laborer in the Parks, Recreation, Forestry, Buildings and Grounds Department on a full-time basis. This position is 40 hours a week, 7:00 AM to 3:00 PM Monday through Friday with possible variable summer hours, June through August, Saturday through Wednesday 7:00 AM to 3:00 PM.

For more information, please refer to the following attached qualifications and responsibilities.

Please send letter of interest and resume by August 17, 2021 to:

Michelle Barbaro
Park Crew Chief
Parks and Recreation Department
525 Pavement Road
Lancaster, NY 14086

Residency rules apply

LABORER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing routine manual work requiring physical endurance and willingness to perform a variety of routine and repetitive tasks. Direct supervision is received from a variety of higher ranking employees who make work assignments and review work completed. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Cleans and services buildings by sweeping and mopping offices, halls, stairways, etc.;
- Waxes and buffs floors with mechanical equipment;
- Oils, lubricates or greases motors such as found in engine room, laundry, elevators, vehicles, etc.;
- Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture and equipment and washes walls;
- Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, etc.;
- Loads and unloads trucks;
- Cleans and performs minor maintenance on trucks, tractors, other vehicles, including changing tires, checking fluid levels, etc.;
- Picks up and disposes trash or soiled linen;
- Complies with various Occupational Safety & Health Administration laws and regulations, including reading and understanding Material Safety Data Sheets relating to hazardous materials and other substances;
- Delivers clean linen;
- Acts as a messenger;
- May occasionally act as a crew leader for part-time, seasonal and less senior personnel in training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the maintenance and repair of buildings, fixtures and equipment;
- Ability to make a variety of simple repairs and adjustments to buildings and equipment;
- Ability to lift medium weights;
- Willingness to perform routine manual work;
- Willingness to work under all weather conditions;

MINIMUM QUALIFICATIONS:

Applicants must be able to perform moderately heavy physical labor, and be able to read, write and understand the English language.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rate toward meeting full time experience requirements.