



## **Town of Suffield Job Posting**

**Position: Seasonal Public Works Trainee**  
**Post Date: March 27, 2024**  
**End Date: Open Until Filled**

### **General Statement of Duties:**

Under the direction of the Highway Foreman and seasoned highwaymen, assists with work involving laboring and semi-skilled tasks in the maintenance of public buildings, grounds, roads, athletic fields and landscaped areas. Duties may include mowing lawns, planting shrubs, maintaining playing fields and playgrounds. Other tasks related to building, grounds and road maintenance may be assigned.

This work requires that the employee have good knowledge, skill and ability in Parks and Facilities maintenance. Work involves responsibility for operating light park maintenance machinery and equipment. Serves the residents of Suffield in a positive, customer-oriented manner that helps promote a positive, professional image for the Town government.

### **Supervision Received:**

Works under the general direction of the Highway Foreman.

### **Supervision Exercised:**

None.

### **Examples of Duties:**

1. The tasks will include mowing and trimming, planting and maintaining trees and shrubs, simple repairs, carpentry and painting, lining athletic fields, maintaining buildings, pothole patching and fencing projects as needed;
2. Performs work in a safe manner and observes all safety procedures;
3. Operates light park maintenance equipment and machinery such as medium size mowers, small pickup trucks and various power tools, ball groomer and hand tools such as shovel, rakes, chain saws and drills;
4. Uses all tools, equipment and materials responsibly and performs basic inspection and preventative maintenance prior to use.

### **Other Job Functions:**

1. Perform other related work as assigned.

### **Minimum Qualifications for Position:**

1. Must have a valid driver's license and reliable transportation;
2. Must have a clean driving record;
3. Must be able to pass a mandatory Town certified drug test;

4. Ability to follow oral and written instructions;
5. Good ability to perform manual labor including pushing and pulling to lifting;
6. Some experience with the equipment and methods of parks and facilities maintenance.

#### **Knowledge, Skills and Ability:**

1. Ability to follow oral and written instructions;
2. Good ability to perform manual labor including pushing and pulling to lifting;
3. Some experience with the equipment and methods of parks and facilities maintenance.

#### **Special Qualifications:**

1. Valid Connecticut Driver's License required;
2. Yellow T-shirts will be provided to the employee.

#### **Physical Demand:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms.

The position requires the employee to stand, walk, sit, climb or balance, stoop kneel, crouch or crawl the majority of the time. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Vision requirements (or corrected vision) include the employee to perform duties at utilizing close, distance, and peripheral vision, including depth perception and the ability to adjust focus.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works outside exposed to the elements of the weather. The employee frequently works near moving mechanical parts. The employee occasionally works in high places and is occasionally exposed to fumes or airborne particles and chemicals. The noise level in the work environment is occasionally loud. Proper precautionary equipment will be provided to the employee to prevent exposure to chemicals, noise, etc.

#### **General Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

**Hours:**

Working hours will be 7:00 a.m. - 3:30 p.m. 5 days a week.

**Compensation and Benefits:**

This position is seasonal and non-benefits eligible. The rate of pay is \$17.00 per hour.

**How to Apply:**

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr).

Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v  
the above posting is intended as a guide and is not a complete description of the position or  
process.*