

Pay \$15-\$18/hr

Job Title: Part-Time Public Works

Department: Public Works / Facilities

Reports To: Public Works Supervisor or Town Manager

FLSA Status: Non-Exempt (Hourly)

Schedule: Part-Time (typically 15–20 hours per week; may include weekends, or emergency call-ins)

Position Summary

The Part-Time Public Works performs a variety of semi-skilled and skilled tasks related to the upkeep, repair, and general maintenance of municipal buildings, grounds, streets, and infrastructure. This position supports the daily operations of the Public Works or Facilities Department to ensure a safe, clean, and functional environment for residents and staff.

Essential Duties and Responsibilities

- Perform routine maintenance and repairs on municipal buildings, facilities, and equipment
 - Assist with groundskeeping duties, including mowing, trimming, planting, and snow/ice removal
 - Maintain streets, sidewalks, and public areas (patching, cleaning, debris removal)
 - Operate light and medium-duty equipment such as mowers, trimmers, leaf blowers, and hand tools
 - Set up and break down equipment for municipal events, meetings, or activities
 - Conduct inspections of facilities and report maintenance needs or safety hazards
 - Assist with trash and recycling collection and disposal as needed
 - Respond to emergency maintenance issues, including weather-related events
 - Follow all safety procedures and use personal protective equipment (PPE)
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Minimum Qualifications

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- High school diploma or GED preferred
 - Prior experience in maintenance, construction, landscaping, or related field preferred
 - Valid driver's license
 - Basic knowledge of tools, equipment, and maintenance practices
 - Ability to follow instructions and work independently or as part of a team
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Knowledge, Skills, and Abilities

- Basic mechanical aptitude and problem-solving skills
 - Ability to operate maintenance equipment safely and effectively
 - Strong work ethic and reliability
 - Ability to communicate effectively with supervisors, coworkers, and the public
 - Knowledge of occupational hazards and safety precautions
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Physical Requirements

- Ability to perform manual labor for extended periods
 - Frequent lifting, carrying, pushing, or pulling up to 50 pounds (or more with assistance)
 - Ability to work outdoors in varying weather conditions (heat, cold, rain, snow)
 - Standing, walking, bending, kneeling, and climbing as required
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Working Conditions

- Work is performed both indoors and outdoors
 - Exposure to weather, noise, dust, and equipment hazards
 - May be required to work flexible hours, including weekends, holidays, or emergencies
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Additional Information

- This position is considered essential personnel during emergencies
- Background check and/or drug screening may be required