



Town of Suffield

Highway Department Summer Intern

Posted: May 10, 2018

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 include mowing lawns, planting shrubs, maintaining playing fields and playgrounds. Other tasks related to building, grounds and road maintenance may be assigned. This is a seasonal, full time position. 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. Employee serves in a customer-oriented atmosphere that helps promote a positive, professional image for Town government. Working hours will be 7:00 a.m. – 3:30 p.m. 5 days a week.

Compensation for Position:

The pay rate will be \$11.00 per hour with no benefits

Minimum Qualifications for Position:

- Must have a valid driver's license and reliable transportation.
- Must have a clean driving record.
- Must be able to pass a mandatory Town certified drug test.
- Ability to follow oral and written instructions.
- Good ability to perform manual labor including pushing and pulling to lifting.
- Some experience with the equipment and methods of parks and facilities maintenance

Examples of Duties:

- 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.
- Performs work in a safe manner and observes all safety procedures.

- 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.
- Uses all tools, equipment and materials responsibly and performs basic inspection and preventative maintenance prior to use.

How to Apply

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Completed applications can be mailed, faxed or e-mailed to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 230C Mountain Road, Suffield, CT 06078 fax: (860) 668-3317, email: kziemba@suffieldct.gov

*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.*