

Town of Bowdoinham

Job Description

TITLE: Public Works Landscape Laborer **DEPARTMENT:** Public Works
Work Schedule: Part-time, Temporary, Seasonal
FLSA: Non-Exempt **Revised and Approved Date:**

The Landscape Laborer position involves manual labor in the operation of light equipment and tools used for mowing and grounds maintenance.

REPORTS TO:
Public Works Foreman
Road Commissioner

SUPERVISES:
None

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

The Landscape Laborer:

1. Performs mowing operations at cemeteries, parks and town-owned facilities.
2. Operates light equipment and tools in performance of grounds maintenance.
3. Picks up debris such as blown down trees and branches, and discarded items.
4. May perform specialized projects as assigned.
5. Participates in required training related to job duties and responsibilities.
6. Other duties may be assigned.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to heavy lifting.
- Ability to work in various positions, which requires bending, walking, standing, and sitting.
- Requires kneeling, crawling, twisting, and squatting.
- Body movements require working with hands extended above and below head and from body and using hand tools.
- Must be able to lift and carry 50 pounds in standing and bending positions and carry while walking distances of 10 feet.
- Specific vision abilities required by this job include close vision 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Out of doors and maintenance/garage working conditions.
- Requires working in outside and inside environments with noise and all temperatures and climatic conditions and must be able to work under adverse weather conditions for extended periods of time.
- Requires using chemicals and cleaning solvents to maintain and repair equipment.

Desired Minimum Requirements:

Education and Experience:

Any equivalent combination of experience and training related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. Working knowledge of materials, methods and techniques commonly used in mowing, grounds maintenance and landscaping.
2. Working knowledge of the hazards and applicable safety precautions of various work conditions.
3. Working knowledge of the operation of light equipment and tools for grounds maintenance.
4. Ability to understand and follow oral and written directions.
5. Ability to establish and maintain harmonious relationships with employees and the public using tact and resourcefulness in meeting new problems.
6. Must be available in May and June.
7. Must be able to work outdoors in all weather conditions.

Town of Bowdoinham
Job Description

TITLE: Summer Art Camp
Coordinator/Instructor

DEPARTMENT: Recreation &
Community Services

Work Schedule:

Seasonal, not to exceed 40 hr/wk

FLSA: Non-Exempt

Revised and

Approved Date:

Coordinate Bowdoinham's summer art camp program for participants. Responsible for day-to-day planning, running the program, and supervision and instruction of program participations. This position is a summer seasonal position, working a maximum of 40 hours per week, Monday through Friday, mid-May to August.

REPORTS TO:
Recreation & Community Services Director (directly)

SUPERVISES:
Summer Art Camp Staff &
Participants

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Be neat and maintain a professional appearance.
7. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

Essential Duties & Responsibilities:

1. Lead the day-to-day planning and operation of the program and the supervision of staff and participants.
2. Lead program instruction for participants and staff.
3. Ensure all programming provides an inclusive experience that is developmentally appropriate for all of the participants.
4. Work in conjunction with other program staff, contractors, and community partners to support a positive camp experience.
5. Ensures compliance with the Town of Bowdoinham's policies and rules.
6. Ensures program areas used are safe and clean for the duration of program use.
7. Leads internal meetings with camp staff.

8. Attends meetings as identified by the Recreation and Community Services Director.
9. Assists in planning the summer art camp with the Recreation and Community Services Director.
10. Performs related work as required by the Recreation and Community Services Director.

Desired Minimum Requirements:

Education, Experience, Skills & Abilities:

1. Graduation from an accredited high school, or equivalent, a two- or four-year college degree preferred, but not required.
2. Successful experience and ability to work with children and young adults in a formal and non-formal setting.
3. Excellent interpersonal, organizational and communication skills.
4. Knowledge of and ability to follow safety regulations and protocols.
5. Ability to work independently and being a dynamic team member that others can rely upon.
6. Ability to be reliable and project a positive and professional attitude.
7. The ability to plan, organize, coordinate, and direct the activities and personnel involved.

Special Requirements:

1. Pass a fingerprint-based background check.
2. Complete all health and safety training within 90 days of hire.
3. Have the skills and knowledge to be able to communicate, interact, and positively challenge children and young people.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in a classroom setting, both indoors and outside.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee is frequently required to use hands to teach and assist with art projects.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Town of Bowdoinham

Job Description

TITLE: Summer Art Camp
Counselor

DEPARTMENT: Recreation &
Community Services

Work Schedule:

Seasonal, not to exceed 40 hr/wk

FLSA: Non-Exempt

Revised and

Approved Date:

Responsible for assisting with the day-to-day planning, running the program, and supervision and instruction of program participations. This position is a summer seasonal position, working a maximum of 40 hours per week, Monday through Friday, mid-June to August.

REPORTS TO:

Summer Art Camp Coordinator/Instructor (directly)
Recreation & Community Services Director

SUPERVISES:

Program Participants

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Be neat and maintain a professional appearance.
7. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

Essential Duties & Responsibilities:

1. Assist with the day-to-day planning and operation of the program and the supervision of staff and participants.
2. Assist with program instruction for participants and staff.
3. Assist in ensuring all programming provides an inclusive experience that is developmentally appropriate for all of the participants.
4. Work in conjunction with other program staff, contractors, and community partners to support a positive camp experience.
5. Ensures compliance with the Town of Bowdoinham's policies and rules.
6. Ensures program areas used are safe and clean for the duration of program use.
7. Attends internal meetings as identified by the Summer Art Camp Coordinator/Instructor or Recreation and Community Services Director.
8. Performs related work as required by the Summer Art Camp Coordinator/Instructor or Recreation and Community Services Director.

Desired Minimum Requirements:

Education, Experience, Skills & Abilities:

1. Graduation from an accredited high school, or equivalent.
2. Successful experience and ability to work with children and young adults in a formal and non-formal setting.
3. Excellent interpersonal, organizational and communication skills.
4. Knowledge of and ability to follow safety regulations and protocols.
5. Ability to work independently and being a dynamic team member that others can rely upon.
6. Ability to be reliable and project a positive and professional attitude.
7. The ability to plan, organize, coordinate, and direct the activities and personnel involved.

Special Requirements:

1. Pass a fingerprint-based background check.
2. Complete all health and safety training within 90 days of hire.
3. Have the skills and knowledge to be able to communicate, interact, and positively challenge children and young people.

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in a classroom setting, both indoors and outside.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee is frequently required to use hands to teach and assist with art projects.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.