

**TOWN OF ELKTON  
GENERAL LABORER – ENTRY LEVEL  
FULL-TIME**

The Town of Elkton is currently accepting applications for a General Laborer – entry level position with the Public Works Department. This is a full-time position with salary DOQ. Primary include a variety of tasks associated with maintenance, construction, and the operation of heavy equipment. Applicants must have a valid Virginia driver's license, current CDL or ability to obtain a CDL in 90 days. Must be at least 18 years of age with a high school diploma or equivalent. Drug screening and physical are required as a condition of employment. Applications may be obtained online at [www.elktonva.gov](http://www.elktonva.gov) or at 173 W. Spotswood Avenue, Elkton, VA. Completed applications along with a resume' may be submitted to [employment@townofelkton.com](mailto:employment@townofelkton.com) or returned to 173 W. Spotswood Avenue, Elkton, VA. Open until filled. EOE/AA

## **JOB DESCRIPTION**

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**JOB TITLE: LABORER – ENTRY LEVEL**

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### **Responsibilities and Duties:**

Performs manual labor including, but not limited to, mowing and trimming grass, cutting brush, trimming shrubs, water flowers, weeding planting beds, cleaning ditches, picking up litter and debris from streets and public rights of way, sweeping floors, cleaning walls, setting up and breaking down for public events, and moving furniture and boxes. Also, assists in maintenance and repair of streets, curbs, gutters, and sidewalks and bulk pick-up collection. May operate light or heavy equipment in performing tasks associated with maintenance and construction of the town or utility work for water and sewer system maintenance. Uses hand and garden tools such as rakes, shovels, powered weed eaters, push and riding mowers.

Work could involve exposure to uncomfortable working conditions and moving equipment.

Must be available day, evenings, weekends and holidays.

Work is performed under the general direction of the Director of Public Works or Crew Leader as assigned by the Director of Public Works.

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### **Requirements:**

Must be able to exert up to 100 pounds of force occasionally and/or up to 50 pounds frequently and up to 25 pounds constantly lifting, carrying, pushing, pulling or otherwise moving objects.

Must have the ability to understand and follow oral and written instructions.

Must have the ability to keep records and reports on hours worked and materials used.

Must have knowledge of the operation and maintenance of any light or heavy equipment used by the Town of Elkton.

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### **Qualifications:**

Must have a high school diploma or equivalent, a valid Commonwealth of Virginia driver's license, current CDL or ability to obtain CDL in 90 days. Drug screening and future drug testing required as a condition of employment.