



# TOWN OF DILLSBORO, INDIANA

13030 Executive Drive PO box 127 Dillsboro, IN 47018  
(812) 432-3243 [www.dillsboro.in](http://www.dillsboro.in)

**Job Title:** Seasonal Laborer

## **Job Summary**

This position supports the maintenance of town parks, streets, utilities, and public property. Seasonal Laborers work under the supervision of the Foreman and assist with a variety of outdoor maintenance and general labor tasks.

Individuals may be hired for flexible part-time schedules (approximately 12–20 hours per week) as well as individuals seeking full-time seasonal employment (up to 40 hours per week).

This is a temporary seasonal position with no benefits provided.

## **Seasonal Employment Period**

Seasonal employment is expected to run approximately May through September, depending on weather and workload. Seasonal employees will work no more than 1,000 hours during the calendar year and employment will conclude at the end of the seasonal period.

## **Responsibilities**

1. Perform ground maintenance tasks such as mowing, weed eating, trimming hedges, and watering plants.
2. Assist in maintaining town parks, playgrounds, and recreational areas by removing debris, replenishing supplies, and performing minor repairs.
3. Support road maintenance activities such as filling potholes, repairing sidewalks, street sweeping, brush pickup, and assisting with heavy trash pickup.
4. Assist with landscaping projects including planting flowers, trees, and shrubs and spreading mulch or gravel.
5. Help maintain town buildings and facilities by assisting with painting, cleaning, and minor repairs.
6. Safely operate hand tools and equipment while reporting maintenance needs when identified.
7. Follow established safety protocols to ensure a safe working environment.
8. Work cooperatively with town staff to complete assigned tasks and projects.
9. Provide assistance during community events or emergencies when requested.



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## Qualifications

1. Must be at least 16 years of age with a valid drivers license.
2. Previous experience in landscaping, groundskeeping, or general labor is helpful but not required.
3. Ability to perform physical tasks including lifting, bending, stooping, and standing for extended periods.
4. Willingness to work outdoors in a variety of weather conditions.
5. Strong work ethic and attention to detail.
6. Ability to work well as part of a team.
7. A valid driver's license may be required for certain assignments.
8. Applicants may be required to undergo background checks or drug screenings in accordance with town policies.

## Work Environment

This position primarily involves outdoor work in varying weather conditions, including heat, cold, rain, and sun exposure. Employees will work alongside town personnel and may interact with members of the public. Safety equipment and training will be provided.

## Physical Demands

The position requires the ability to lift and carry up to 50 pounds, as well as frequent bending, kneeling, stooping, and standing for extended periods while performing manual labor tasks.

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Employee Signature

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Date

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Manager's Signature

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Date