



TOWN CLERK

2019 JAN 16 AM 8:52

## Town of Duxbury, Massachusetts

### INTERNAL & EXTERNAL POSTING

**POSITION TITLE:** Land Management Assistant  
**DEPARTMENT:** Conservation Department  
**FLSA STATUS:** Hourly, Non-Exempt - (not benefit eligible)  
**POSITION GRADE:** Personnel Plan (non-union), Schedule R  
**LOCATION:** Duxbury Town Hall, Duxbury locations  
**HOURS:** up to 17 hours per week  
**SCHEDULE:** Variable- days - flexibility as needed  
**SALARY RANGE:** Starts at \$12.00 per hour (dependent upon experience)  
**NUMBER OF OPENINGS:** 1

**Nature of Work:** Performs physical labor associated with the management of town-owned open space and trails, under the direction of the Town of Duxbury, Conservation Administrator. The employee acts as the Conservation Department ambassador when interacting with the public and others on behalf of the Town of Duxbury, when communicating departmental practices, procedures, regulations or guidelines as needed.

**Essential Functions:** *The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.*

Work independently with little supervision 2. Travel by foot, mountain bike, all terrain, or truck through rough terrain 3. Use knowledge and skill in the operation of power equipment and hand tools (i.e., chain saw, hammer, power tools, generator, power lawn mower, power string trimmer, chain saw) 4. Performs tasks related to the construction and maintenance of walking trails 5. Must read maps 6. Install and maintain signs and directional markers 7. Cut and remove trees, branches and brush 8. Pick up litter and trash 9. Install and maintain split rail fencing 10. Dig holes 3-4 feet deep 11. Painting and woodworking 12. Must be able to lift approximately 50 pounds 13. Climb ladders up to 10 feet high 14. Construct and maintain wildlife structures and nesting facilities. 15. Occasionally some office work involved, including; copying, filing and writing reports 16. Cross trains with other Town employees for skill and safety 17. Is available for call backs in the event of emergencies. 18. Create brochures and maps for distribution

**Recommended Minimum Qualifications & Experience:**

**Education and Experience:** High School Diploma or equivalent; Ability to perform manual labor under varying climatic conditions, experience interacting with the public; experience in the proper use of power and hand tools; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the position.

**Special Requirements:** Valid Driver's License required.

Posting begins on Jan. 16, 2019 and is open on a rolling basis until filled.

External applicants go to: [TownofDuxbury.appone.com](http://TownofDuxbury.appone.com)

Internal applicants go to: [TownofDuxbury.appone.com/internal](http://TownofDuxbury.appone.com/internal)

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Town Manager  
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*The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.*