



**TOWN OF HAMILTON
DEPARTMENT OF PUBLIC WORKS
JOB DESCRIPTION**

POSITION TITLE: Maintenance Craftsman / Truck Driver / Laborer
PAY SCALE: Truck Driver/ Laborer
TYPE: FLSA: Waged
DEPARTMENT: Department of Public Works
REPORTS TO: Foreman or DPW Director
HOURS OF EMPLOYMENT: 7:00 a.m. – 3:30 p.m.
UNION: AFSCME
DATED: March 2014

Summary:

Operates one or more types of automotive equipment in the light, medium and heavy class and performs a variety of manual tasks in connection with such operations. Performs skilled labor duties in the construction, repair, and maintenance of water systems, highways & traffic systems, and buildings, parks & cemeteries. Performs related public works project work as required.

Supervision:

Works under the direct supervision of a Working Foreman or other employee of a higher grade who assigns duties and inspects work for conformance with instructions.

Essential Duties and Responsibilities:

- Drives a variety of light, medium and heavy trucks, tractors and trailers.
- Assists in the construction, repair and maintenance of highways, drains, water systems, parks, cemeteries, and buildings and other Town property requiring a high degree of skill.
- Operates power equipment in the performance of such functions as snow plowing, sanding & salting; sweeping roads; pumping water, dirt and grease from drains, and basins.
- Maintains equipment by greasing, cleaning and performing minor repairs.
- Performs various manual tasks as required in the construction, repair, maintenance and installation activities of the department.
- Operates other heavy-duty equipment as directed, such as compressors and pneumatic air hammers.
- Other duties as assigned.

*NOTE: Employee will be paid out of classification pay when performing duties not normally required of this position.

Qualifications:

- Good skills in the operation of light, medium and heavy motor equipment under all types of weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to professionally interact with the public.
- Good knowledge of traffic and safety rules and accident prevention practices.
- Ability to make minor repairs and adjustments to light, medium and heavy equipment.
- Dependability — Must be able to work long hours when necessary.
- Considerable experience in the operation of light, medium and heavy automotive equipment and completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. High School/ GED graduate with at least 5 years of related experience desired.
- General experience in highway, water, and cemetery / park! landscaping construction
- Possession of a valid Class B Commercial Driver's License. (desired Class A)
- Possession of a valid hoisting machinery license class 2B (desired) issued by the Commonwealth of Massachusetts.

Physical Demands:

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.

The employee must have the physical strength and endurance to lift and carry items weighing in excess of 100 pounds occasionally, in excess of 50 pounds frequently, in excess of 20 pounds constantly. While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, crouch, crawl, push, pull, climb, balance, stoop and lift. The employee is required to use hands and fingers to finger, handle, grasp, or feel objects; and to reach with hands and arms. Vocal communications is required to express or exchange ideas or instructions to others loudly or quickly. Hearing is required to receive information at normal spoken word levels, to receive detailed information through oral communication, and to make fine distinctions in noise. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral 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.

Work is done under garage and field conditions which involve walking and climbing over uneven terrain; exposure to extreme environmental conditions such as sun, wind, dust, heat, cold, rain, and snow; exposure to insects, poison ivy, gasoline, diesel, and paint fumes; traffic; and moderate to high noise levels.