

TOWN OF HAMILTON, MA
PW TRUCK DRIVER/LABORER (PW MAINTAINER)

Department	Public Works
Reports to:	Director of Public Works or Foreman
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 6

Position Summary/Purpose:

This position is primarily located in the Cemetery and Public Properties Division under the Cemetery & Public Properties Foreman and is responsible for the safe and efficient operation of light and heavy vehicles and power equipment on assign projects or activities of a public services nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; maintenance of parks/cemetery and school and town facility grounds; tree work and road side mowing, water distribution/water pipe repair and maintenance, etc., as needed. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles. The PW Truck Driver/Laborer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied technical and manual labor duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of various Foreman or Director of Public Works following technical standards related to public works projects, procedures and policies.

Supervision Given: None

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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 a logical assignment to the position.)

- Performs cemetery and parks and grounds maintenance and construction such as: mowing of grass, weeds and brush; rakes and picks up leaves and other debris; maintain cemeteries and dig graves as needed; maintains parks, open spaces, playing fields, and other grounds including trash removal; prepares playing fields for scheduled games.

- Performs manual and machine assisted maintenance, repair and construction work of roads, sidewalks, curbs, storm water systems, water distribution systems (including water pipe breaks or repair and hydrant replacement), catch basins (including some masonry work to build catch basins) and drainage ditches, installing traffic signs or painting traffic lines, etc.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Loads own truck with salt for snow operations
- Spreads sand, gravel and asphalt. Lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assisting other departments as needed moving furniture, painting, building shelves, and other minor building repairs, etc. Use a wide variety of power, pneumatic and hand tools.
- Monitor and assist with collection of such things as appliances, brush, leaves, etc.
- Assists with preparing, maintaining and performing job site and follow all work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, grease, clean and washes vehicles and equipment reports problems to mechanic.
- Performs set up and take down labor for numerous citywide events including at, parks, and school or town facilities.
- Performs tree trimming and removal of trees as needed

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue training; keeping current with trends.
- Operates backhoe and loader when equipment operators are unavailable
- Assists other department staff as needed to promote a team effort to serve the public.
- Required on-call winter with optional off-winter hours paid by stipend

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with 2 years of construction and heavy vehicle driving experience; or any equivalent combination of education, experience and training

Special Requirements:

Must have and maintain: Commercial Driver's License (CDL) Class B with airbrakes endorsement (class A preferred). Hoisting machinery license class 2B (preferred). Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

- Thorough knowledge of the safe practices of driving heavy vehicles;
- Working knowledge of road and/or storm water construction;
- Knowledge of proper tools to use for different public works maintenance or construction projects;
- Working knowledge of park, cemeteries and playfield maintenance;
- Working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment;
- Ability to follow written and oral instructions;
- Ability of work as an individual or part of a team to accomplish a project;
- Ability to read and follow safety procedures;
- Ability to work for long hours and perform physical labor is necessary
- Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service

Job Environment:

Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles and occasionally backhoe and loader. Also requires the operation of hand tools, power tools, chainsaws and jackhammers

Makes occasional contacts with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other town departments. Makes occasional contact with vendors or construction contractors. Communication is frequently in person

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock			X	
Vibration			X	
Other- Traffic				X
Other- Insects/nature			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing and balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
smelling		X		
Bending, pulling, pushing			X	
Other-Driving				X
Other-Standing in water		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)