# TOWN OF TEWKSBURY

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HUMAN RESOURCES DEPARTMENT

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# JOB POSTING

POSITION AVAILABLE: Heavy Motor Equipment Operator-Highway/Forestry/Park Division (DPW)

QUALIFICATIONS: Candidate for this position is required to have a valid Massachusetts CDL and 2b Hoisting License. A minimum of two (2) years experience as a MEO or work relating to this field.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY: $44,350 – 61,728

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: October 14, 2015
To: October 29, 2015

TYPE OF POSTING: Union and Open

Applications may be obtained online at www.Tewksbury-ma.gov or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 3

**TOWN OF TEWKSBURY**
**DEPARTMENT OF PUBLIC WORKS**
**Job Description**

**Job Title:** Heavy Motor Equipment Operator **Grade:** 3
**Division:** Highway/Forestry/Park
**Prepared:** January, 2013

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are* ***not*** *intended to reflect all duties performed within the job.*

## SUMMARY

Performs various types of manual labor related to the construction, maintenance, operation and repair of town infrastructure, facilities, buildings, grounds, and equipment; undertakes a variety of maintenance activities pertaining to public grounds and facilities within the Division assigned. Operates a variety of motor equipment ranging from passenger cars and light pick-up trucks to heavy trucks and truck-trailer combinations consistent with a Commercial Drivers License Class B.

## DUTIES & RESPONSIBILITIES

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

- Operate a variety of motorized equipment such as dump trucks, snowplows, mowers, tractors with various attachments, and other related maintenance and construction equipment to assist with construction, repair and/or maintenance projects in the Park Department or Department of Public Works as assigned. May require the operation of other types of mechanized equipment based upon availability of other personnel including front-end loader, and backhoes, etc. with appropriate license.

- Operate a variety of electric, hydraulic, pneumatic and gas power tools to conduct a variety of maintenance and construction operations.

- Maintain and care for all equipment, machinery and vehicles used during work assignments; schedule and perform preventive maintenance tasks regularly; report required maintenance and repair of equipment and vehicles to DPW's Fleet Maintenance Division personnel.

- Works around all types of construction equipment; as appropriate for assigned project, establish work safety zones and place zonal/warning signs around work sites; assemble/install appropriate barricades, signage, etc.

- Schedule and perform ground maintenance duties such as mowing grass, removing and trimming shrubbery, raking leaves, removing branches, trash and other debris from public grounds; loam and seed grounds around work sites and elsewhere as appropriate. Perform duties related to repair and maintenance requests/projects associated with Town building facilities, including janitorial cleaning and setup/breakdown of functions as needed.

- Loam, fertilize and seed fields and other public grounds; assist with installation and maintenance of irrigation systems; build, repair, tend and maintain athletic fields, including the lining of playing fields. Assist with installation and maintenance of playground equipment. Clean debris from ditches, culverts, and creek beds; collect and haul trash, debris, dirt, sand, gravel, etc. as necessary.

- Participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather operations and services.

- Provide functional and technical guidance to junior members of assigned crew; may assist with training other employees on operations of equipment and in maintenance, repair and construction techniques on projects.

- Inspect and monitor assigned facilities, plan and schedule on-going and improvement activities; maintain records of services, purchases and requests.

- Perform other work that may be assigned by the Town Manager or his Designee.

## QUALIFICATIONS

**Knowledge of:**

- Operation and maintenance requirements of motorized equipment and power-driven and hand tools.
- Methods and techniques of general construction, maintenance and repair related to Park/Recreation facilities especially cultural practices to maintain healthy athletic turf facilities and irrigation systems.
- Occupational hazards and standard safety practices, including the use of chemical agents to maintain vegetative growth.
- Pertinent Federal, State and local laws, codes and regulations as relating to the maintenance of Park facilities and fields.

**Ability to:**

- Provide evidence of demonstrated technical ability and understanding to perform a variety of skilled construction and maintenance tasks in the upkeep of athletic facilities, turf fields, playgrounds and motorized equipment; and to schedule and implement necessary maintenance activities.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Maintain records and communicate clearly and concisely with public, user-groups and coworkers; establish and maintain effective working relationship with those contacted

during course of work including other town departments and contractors. Implement policies, plans and priorities as they relate to the rules, regulations, use and maintenance of park facilities.

## EXPERIENCE and TRAINING GUIDELINES

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and/or Experience:**

Two years' experience as a Motor Equipment Operator with a municipal public works operation of general maintenance or construction experience, or an equivalent and relevant combination of education and experience in a related field. Experience in the care and maintenance of athletic turf fields.

**License or Certification:**

- Candidate for this position is required to have a valid Massachusetts Driver's License, Class B commercial driver's license with airbrakes; and Hydraulic Hoisting license equal to Class 2B.
- Possession of or ability to obtain, appropriate licenses and/or certificates for assigned activities.

## SUPERVISION RECEIVED and EXERCISED

- Receives supervision from the Town Manager or his Designee.
- May exercise supervision.

## WORKING CONDITIONS

**Environmental Conditions**:

Indoor and outdoor environments with extreme hot/cold weather conditions; exposure to vibrations and noise; work on slippery or uneven surfaces, work around electrical energy; work around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible hazardous chemicals; overtime and irregular working hours for inclement weather situations and other circumstances deemed an emergency by the Superintendant of Public Works.

**Physical Conditions**:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting (75 lbs.) and carrying, pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; and operate assigned vehicles and equipment.

This job is subject to inclusion in the Department of Public Works' on-going random Drug and Alcohol screening program.