# TOWN OF TEWKSBURY

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HUMAN RESOURCES DEPARTMENT

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# JOB POSTING

POSITION AVAILABLE: Motor Equipment Operator/Laborer Highway/Forestry Division (DPW)

QUALIFICATIONS: Candidate for this position performs various types of manual labor related to the construction, maintenance, operation and repair of town infrastructure, facilities, grounds and equipment within the various divisions of the Public Works Department. 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 Driver's License Class B. Candidate is required to have a valid Massachusetts CDL with airbrakes; appropriate endorsements to operate Highway and Forestry equipment preferred. Candidate should have a minimum of two (2) years of general maintenance or construction experience within a municipal public works operation, or an equivalent and relevant combination of education and experience in a related field.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY: $38,165 – 52,123

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

POSTING DATES: From: August 11, 2016
To: Until filled

TYPE OF POSTING: Open

Applications may be obtained online at www.Tewksbury-ma.gov or at the Human Resources Department on the 2nd floor of the Town Hall.

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

This is an AFSCME Local 833 position Group 2

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

**Job Title:** Motor Equipment Operator/Laborer **Grade:** 2
**Division:** Highway/Forestry Division, DPW
**Prepared:** July 25, 2016

*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 skilled manual labor related to the construction, maintenance, operation and repair of town infrastructure, facilities, grounds and equipment within the various divisions of the Public Works Department. 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, tractors with various attachments, and other related maintenance and construction equipment to assist with construction, repair and/or maintenance projects in the Highway/Forestry Division or as assigned.

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

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

- Participate and performs manual labor in the repair, construction and maintenance of the town roads; overlay road sections; fill potholes; construct and repair curbing, sidewalks and other related infrastructure.

- Rebuild, clean, and repair catch basins and manholes; flushing drain systems; painting traffic control markings onto streets; constructing and repairing drain pipes; cleaning/clearing culverts and brooks.

- Cuts trees, repairs, and trims trees and shrubs; performs related tasks in the repair, maintenance, and care of trees and shrubs. Uses a variety of tools and equipment necessary to perform tree care and maintenance.

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

- 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.

- Perform other work that may be assigned by the Superintendent of Public Works or his Designee.

## QUALIFICATIONS

**Knowledge of:**

- Operation and maintenance requirements of power-driven tools.
- Basic methods and techniques of general construction, maintenance and repair related to public works or the area of work assigned.
- Occupational hazards and standard safety practices; follow appropriate safety guidelines working within roadway and around energized lines.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Understand and perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities;
- Must have good stamina and not tire easily; ability to lift, handle, and manipulate on occasion at least 75 lbs. normally less; able to work under moderate noise level; capable of pro-longed repetitive bending from waist and have sufficient hand and leg strength to use manual and/or powered equipment for extended periods of time.
- Communicate clearly and concisely with public and coworkers.
- Establish and maintain effective working relationship with those contacted during course of work.

## 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 of general maintenance or construction experience within a municipal public works operation, or an equivalent and relevant combination of education and experience in a related field.

**License or Certification:**

- Possession of an appropriate level, valid Class B commercial driver's license (CDL), with airbrakes; appropriate endorsements to operate Highway and Forestry equipment preferred;
- Possession of or ability to obtain, appropriate licenses and/or certificates for assigned activities.

## SUPERVISION RECEIVED and EXERCISED

- Receives supervision from the Supervisor assigned (Highway/Forestry, Water/Sewer, Fleet).
- May exercise supervision of subordinate or equal skill classification as assigned.

## 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 Superintendent 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 and carrying, pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; and operate assigned vehicles.