



DEPARTMENT OF PUBLIC WORKS

873 Massachusetts Avenue, Boxborough, Massachusetts 01719

(978) 264-1790

www.boxborough-ma.gov

Full Time DPW Workers - Skilled

The Town of Boxborough is seeking two full time DPW workers to operate light and heavy equipment, perform manual labor, building maintenance, mowing and related work as required. Experience in tree trimming and snow removal desirable. Additional hours are required during snow removal operations. Qualified candidates must possess a valid Class B CDL License, 2B Hoisting license, submit to a CORI check, and pass a physical exam/drug screen. 40hrs/wk. \$21.04-\$25.64/hr. DOQE

Please submit resume by September 28, 2018 via email to: vrzasa@boxborough-ma.gov or at 873 Massachusetts Ave. Boxborough, MA 01719. AA/EOE

DPW Worker - Skilled

Definition:

Works under the direction of the DPW Director. Receives assignment direction from the DPW Foreman. Performs manual and skilled labor and operates light and heavy equipment s needed.

Distinguishing Characteristics:

Work is technical in nature and requires the performance of manual labor and the operation of Class B CDL vehicles requiring constant attention to the safe operation of vehicles.

Work activities are varied in nature requiring independent action and judgment in solving commonly encountered issues/problems. Unusual problems or situations are referred to the DPW Foreman for resolution. Work is inspected periodically for completeness, quality and economy of operation.

Errors could result in rework and cause disruption to the Department's planned activities.

Contacts are with employees within and outside the Department, as well as contractors and the public. Requires working cooperatively with others and responding with courtesy and tact.

Work is performed predominantly outside where there is exposure to weather extremes. Requires working outside of normal scheduled work hours to respond to emergency situations, such as plowing and sanding to maintain street access. Work requires significant physical effort.

Examples of work:

Operates heavy equipment such as front-end loader, backhoe, road sweeper, catch basin cleaner, bull dozer, dump trucks, sanders, bucket truck and brush chipper.

Operates light equipment and power equipment such as lawn mower, chain saw, snow blower, and weed whip.

Operates hand and power tools in providing general maintenance and repair work.

Plows and sands roads; shovels sidewalks.

Paves and maintains roads and sidewalks; patches pot holes; maintains and repairs manholes; sweeps streets and sidewalks; installs and replaces traffic and street signs.

Maintains equipment and vehicles and performs basic repairs; identifies equipment and vehicles requiring outside servicing.

Mows town-owned property; landscapes and maintains grounds and cemetery; cuts down trees and brush and performs other tree-related work; maintains conservation trails.

Cleans and repairs catch basins and storm drains; builds and maintains drainage systems.

Prepares and completes burial sites at cemetery.

Removes trash; moves heavy furniture; performs carpentry and finish work in town buildings; assists other Town Departments and Boards as needed or appropriate in performing minor plumbing, painting, and other related activities.

Performs other position related duties as required.

Additional Responsibilities for Transfer/Recycling Station

Monitors the disposal of refuse and recycling material to appropriate dumpsters/sites.

Answers contractors' and public's questions regarding transfer and recycling operations.

Uses vehicles and equipment to remove refuse.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

High school diploma and prior experience in operating heavy motor vehicles or a graduate of a truck driving school, and/or construction/labor experience or any equivalent combination of education and experience.

II - Knowledge, Ability and Skills

Knowledge:

Requires working knowledge of highway equipment operation and mechanics. Good knowledge of traffic and safety rules, and accident prevention practices.

Ability:

Ability to follow oral and written instructions; good physical condition to perform heavy labor.

Skills:

Skill in operating hand tools, power tools, light and heavy equipment. Skill in operating Class B vehicles and other vehicles in a variety of weather conditions safely. Skill in making minor repairs and adjustments to related equipment.

III - Special Requirements

Possession of a valid Class B, CDL with Air Brake Endorsement issued by the Commonwealth of Massachusetts upon hire.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Work is performed predominantly outside. Work frequently requires talking, hearing, standing, walking, bending/stooping, shoveling, raking and driving for extended work periods. Outside work requires exposure to weather extremes, noise, and working around equipment with moving mechanical parts.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 60 pounds) and pushing/pulling.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____