



Town of Lexington Massachusetts

TOWN OF LEXINGTON, MA

Position Description

Job Title	Laborer/Truck Driver
Department	Public Works
Employment Status	Full time
Exempt/Nonexempt Status	Nonexempt

Scope of Work

This position performs various types of labor related to the construction, maintenance, operation and repair of Town infrastructure, facilities, buildings, grounds and equipment, and undertakes a variety of maintenance activities pertaining to public works and/or water/sewer utility operations.

Supervision

Received	Crew Leader and/or Superintendent
-----------------	-----------------------------------

Exercised	May assign work to junior laborers and/or summer employees.
------------------	---

Essential Job Functions

- Operates a variety of tools and equipment (e.g., push mowers, weed-eaters, shovels, rakes, trucks, pick axes, etc.) in the performance of assigned maintenance and construction operations.
- Establishes work safety zones as appropriate for assigned project and places zonal/warning signs around work sites; assembles and installs appropriate barricades, pylons, signage, etc.
- Cleans, maintains and repairs streets, alleys, gutters, ditches and drains; shovels and spreads sealer and asphalt; uses tools as needed for assigned projects; assists in project to construct or re-build roads, curbing, sidewalks, catch basins, manholes and other related infrastructure.
- Participates in painting traffic control markings on roads, parking areas and other traffic areas; assists in preparation, installation, repair and/or removal of traffic signs.
- Performs ground maintenance duties such as grass mowing, removing and trimming shrubbery, raking leaves, removing branches, trash and other debris from public grounds; prepares and seeds ground around work sites and elsewhere as appropriate.
- Operates jackhammers and shovels to clear out areas around water sewer and storm drains, gates, and other portions of the water or sewer system; assists in installation, replacement, repair and maintenance projects of water sewer and storm drains; services taps for water and/or sewer system.

- Assists with installation, removal, repair, testing, repainting and service of fire hydrants.
- Assists with flushing water and sewer lines; cleans out blocked lines; assists with rodding and vac equipment to clear lines.
- Cleans debris from ditches, culverts and creek beds; collects and hauls trash, garbage, debris, dirt, sand, gravel, etc.
- Participates in operations to remove or treat snow and ice on Town roads and other facilities; participates in other required activities during inclement weather, including those occurring after normal work hours.
- Cleans offices, lunch room, locker room and mechanics area; maintains the Lexington Visitors Center; maintains grounds around Town facilities; works at the recycling center as needed.
- Loams, fertilizes and seeds fields and other public grounds; assists with installation and maintenance of irrigation systems; build, repairs, tends and maintains athletic fields.
- Assists with maintenance of pool facilities, including pools, bath houses and deck areas.
- Assists with installation and maintenance of playground equipment; maintains foot and bike trails.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school (or GED equivalent) plus additional technical or specialized training, including or supplemented by at least 1 year of general maintenance or construction experience preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Departmental policies, procedures and practices.
- The operation and maintenance requirements of power-driven tools, hand tools and other equipment used in the performance of assigned work.
- Basic methods and techniques of general construction, maintenance and repair related to water/wastewater, utility services, public work or the area of work assigned.
- Applicable rules, regulations, codes, ordinances and safety standards that govern the performance of the duties being performed.
- Occupational hazards and the methods and techniques used to avoid or minimize risks.

Ability to

- Understand and perform a variety of skilled construction and maintenance tasks.
- Communicate clearly and concisely.
- Perform light to heavy physical tasks under varying weather conditions.
- Operate vehicles, tools and equipment relevant to assigned operations.
- Perform all maintenance, operational and repair activities related to assigned areas.
- Work outside of normal work hours, in inclement weather and other circumstances.
- Establish and maintain effective working relationships with supervisors, coworkers, contractors, residents and the general public.

Skill in	<ul style="list-style-type: none"> • Identifying and preventing work hazards. • The operation of vehicles, equipment, machinery and tools used in assigned operations.
-----------------	--

Necessary Special Requirements

Possession of a valid driver’s license; Class B Commercial Driver’s License with Air Brake Endorsement; Massachusetts Class 2B Hoisting License

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.

- Work is performed mostly outdoors; hand-eye coordination is necessary to operate computers and various types of tools, equipment and machinery.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is frequently exposed to adverse weather conditions including extreme heat, cold, wetness and humidity; and to other unpleasant conditions such as dim lighting, dust, odors, noise, vibration, toxic agents, electrical currents, heavy machinery, smoke and disease.
- The employee may work in hazardous, emergency and/or stressful situations and conditions.
- The employee must frequently lift and/or move up in excess of 50 pounds.