

Town of Boxborough, MA

POSITION: Snowplow Operator

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

REPORTS TO: DPW Director

GENERAL SUMMARY:

Position is responsible to assist in completing effective and safe snow removal throughout the Town. The position is required to perform all tasks in an effective, complete, and professional manner and is responsible for adhering to all policies while at work.

SUPERVISION SCOPE

The position is not required to provide job instructions to others or control projects.

SUPERVISION RECEIVED

Works under direct supervision of the DPW Director, Highway Team Leader, or an employee of a higher grade or classification.

SUPERVISION EXERCISED

Does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operation of Town-owned vehicles to assist with the removal of snow and ice from roads in assigned areas of town which may require extended hours, weekend duty, and holidays.
- Responds in a timely manner (within 30 minutes) when called to assist in snow plowing.
- On-call position, working as needed to assist or fill in for full-time staff.

OTHER DUTIES AND RESPONSIBILITIES

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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High school diploma, GED equivalent, or graduate of a truck driving school, and a minimum of three (3) years' previous experience operating snow removal and anti-icing equipment and plowing; or an equivalent combination of education and experience.

REQUIRED LICENSING AND CERTIFICATION

Must possess a valid Class B, Commercial Drivers' License issued by the Commonwealth of Massachusetts upon hire.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: Requires reasonable knowledge of work methods, practices, and procedures involved in a variety of public works construction, maintenance, and repair activities. Requires working

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

Ability: Able to perform heavy manual labor and follow oral and written instruction. Proficient in operating various communication devices including cell phone and two-way radios

Skills: Skilled in operating hand tools, power tools, and light and heavy equipment. Skilled in safely operating motorized vehicles and equipment in a variety of weather conditions. Skilled in making minor repairs and adjustments to related equipment. Works effectively with other employees and the general public.

TOOLS AND EQUIPMENT USED

6-wheel trucks, one-ton trucks, and pickup trucks.

PHYSICAL REQUIREMENTS

Work requires significant physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping, shoveling, raking and driving for extended periods. While performing the duties of this job, the employee is required to, 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 must be able 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.

Requires access to other Town departments.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Work is performed predominately outside, where there is exposure to weather extremes, and noise, and often requires working around equipment with moving mechanical parts.

May be required to respond to or be on-call for emergency situations outside of normal working hours.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: September 21, 2021

Revised: October 7, 2024

Approved (Name): Personnel Board

Approved (Date): October 8, 2024