

Town of Boxborough, MA

POSITION: Laborer

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

REPORTS TO: DPW Director

GENERAL SUMMARY:

Position is responsible for performing manual and semi-skilled labor including maintenance work, snow shoveling and plowing, and building setup.

SUPERVISION SCOPE

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

SUPERVISION RECEIVED

Works under the direction of the DPW Director. May receive assignment direction from the Highway Team Leader or Building and Grounds Team Leader(?).

SUPERVISION EXERCISED

Does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with building, repairing manholes, catch basins, and other structures.
- Assists in maintaining parks and recreation equipment and facilities.
- Repairs and patches streets.
- Assists in maintaining public buildings.
- Installs, repairs and replaces traffic, street and other signs.
- Services general DPW equipment such as chainsaws, weed whackers, snow blowers, etc.
- Assists with a variety of DPW projects.
- Mows grass, trims shrubs, and rakes town owned land and fields.
- Performs minor maintenance on equipment used in performance of job.
- Performs manual work in the construction and maintenance of roads and sidewalks.
- Responds to snow emergencies to shovel and remove snow and ice from walkways steps and pavements; assists equipment operators in plowing, sanding and/or salting operations.
- Unloads, loads and moves materials, equipment, and supplies and may assist in storing inventory.
- Assists with removal of trash and recycling materials from Town-owned buildings and fields.
- Performs all functions required for the interment process, when needed.

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 or GED equivalent. A minimum of two years' experience relating to roadway maintenance and construction and field maintenance or any equivalent combination of education and experience.

REQUIRED LICENSING AND CERTIFICATION

Requires a valid MA Class D Driver's License.

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.

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

Lawn tractors and mowers, chain saws, snow blowers, weed whips, power brooms, and the like.

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.

Essential position functions require ability to review documents for general understanding and analytical purposes, ability to climb ladder and access roofs or excavations to look at projects, and operate vehicles and motorized equipment.

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:

Revised: October 7, 2024

Approved (Name): Personnel Board

Approved (Date): October 8, 2024