

## Town of Boxborough, MA

**POSITION: Skilled Laborer**

**DEPARTMENT: Public Works**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: DPW Director**

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### **GENERAL SUMMARY:**

Position is responsible for performing manual and skilled labor and operates light and heavy equipment to maintain public roads, buildings, conservation land and trails.

### **SUPERVISION SCOPE**

The position is required to provide only basic job instructions, coordination and review of work quality and progress.

### **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**

May provide immediate functional or technical direction to other employees in the same or closely related classification where the work is essentially the same as the work of the crew leader. Supervision is limited to explanation and guidance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates heavy equipment such as front-end loader, backhoe, road sweeper, catch basin cleaner, bulldozer, 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, walkway steps, and pavement.
- Paves and maintains roads and sidewalks; patches potholes; 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. Performs all functions required for the interment process, when needed.
- 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.
- Loads, unloads and moves materials, equipment, and supplies. May assist in storing inventory.

- Monitors the disposal of refuse and recycling materials to appropriate containers at the Transfer Station.
- Uses vehicles and equipment to remove refuse.
- Answers contractors' and public's questions regarding transfer and recycling operations.

### **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' experience in operating heavy motor vehicles, CDL vehicles, roadway maintenance and construction, and field maintenance or any equivalent combination of education and experience.

### **REQUIRED LICENSING AND CERTIFICATION**

Must possess a valid Class B, Commercial Drivers' License with Air Brake Endorsement issued by the Commonwealth of Massachusetts upon hire. Must possess a valid hydraulics license or ability to obtain one within six (6) months of 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, follow oral and written instruction.

*Skills:* Skilled in operating hand tools, power tools, 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: February 2007**

**Revised:     April 20, 2021  
                  October 7, 2024**

**Approved (Name): Personnel Board**

**Approved (Date): October 8, 2024**