

Town of Boxborough, MA

POSITION: Highway Team Leader

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

REPORTS TO: DPW Director

GENERAL SUMMARY:

Position is responsible for directing work crews on highway, buildings, maintenance and cemetery projects. The position also performs the tasks of a Skilled Laborer as required.

SUPERVISION SCOPE

Performs a variety of highly responsible duties of a complex nature which require considerable judgment and initiative; performs a variety of responsible functions in accordance with state statutes and local bylaws. As "Team Lead" on job site, determines methods and practices to be used to perform the required work in a safe, efficient, and effective manner.

SUPERVISION RECEIVED

The position works under the written and oral direction of the Director of Public Works in accordance with the applicable provisions of federal, state and local, laws, rules, regulations, and policies.

SUPERVISION EXERCISED

Directly supervises regular, seasonal, and temporary full-time and part-time DPW labor personnel (excluding Fleet Maintenance Mechanic). Supervises, trains, and directs work crews. Assigns and reviews work, provides performance feedback, provides training and new employee orientation. May be appointed by the Select Board to perform Director of Public Works' duties in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans work assignments for Highway crew and adjusts assignments to meet overall operational needs.
- Supervises a work crew and assigns equipment.
- Reviews work assignments for quality, completion and accuracy.
- Reviews work zone safety set-ups and ensures work zone safety protocols.
- Makes recommendations on projects and assists in the planning, material research, and layout of work
- Researches materials and labor cost figures for anticipated work and may estimate labor costs for in-house projects.
- Maintains daily work records and writes reports as required.
- Operates vehicles and equipment engaged in construction and maintenance work, as well as snow and ice and emergency operations.
- Ensures vehicles, equipment, and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanic or DPW Director.
- Maintains inventory of equipment.

- Repairs and maintains streets and sidewalks, catch basins, storm drains, and drainage systems.
- Shovels snow, sands streets; landscapes; maintains playing fields; repairs and maintains buildings and other municipal property; removes trees and branches.
- Responds to contractors, residents' and others' questions/issues regarding work projects and works to resolve complaints in coordination with Department employees.
- Mows, trims, and performs ground maintenance landscaping at the cemetery and Town owned buildings.
- Prepares sites for burials.
- Assists at the Transfer Station as needed.
- Assists Town departments with repairs, carpentry, maintenance or special projects, as requested.

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 and a minimum of five years' experience working in a DPW environment involved with the construction and maintenance of town assets and managing employees, or any equivalent combination of education and experience.

REQUIRED LICENSING AND CERTIFICATION

Must possess and maintain a valid MA Class B Commercial Driver's License (CDL) with airbrake endorsement. Must possess and maintain a valid Massachusetts Hydraulic (hoisting) license.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: Knowledge of general methods, techniques and principles used in constructing and maintaining DPW assets.

- Working knowledge of personnel principles and practices.
- Knowledge of hazard and safety precautions pertaining to departmental operations.
- Considerable knowledge of vehicles, equipment, hand tools, and power tools associated with Highway Department operations.
- Knowledge of materials used in construction and maintenance projects.

Ability: Ability to perform all job-related tasks previously listed, plus ability to:

- Establish and maintain effective working relationships with coworkers and the general public.
- Discuss, instruct, and exchange information in a clear and understandable manner.
- Lead, direct and supervise staff; ability to supervise multiple job tasks under variable work conditions(?)
- Work independently and as a crew member.
- Demonstrate strong record keeping skills.

Skills: Proficiency in the use of hand tools, power tools, and light and heavy motorized equipment

such as backhoes, bucket truck, front-end loader, road sweeper, catch basin cleaners, and roadside mowers

- Utilize all the tools, vehicles, and equipment required to complete DPW tasks.
- Read, interpret and apply data, drawings and instructions for assigned work.
- Read, understand and implement applicable department regulations, policies and procedures.
- Operate a computer for the purpose of data input, retrieval and record keeping.
- Operate all hoisting equipment and commercial and noncommercial vehicles.
- Excellent leadership, communication, organizational and planning skills.

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: February 2021
October 7, 2024

Approved (Name): Personnel Board

Approved (Date): October 8, 2024