

POSITION DESCRIPTION**W-2 & W 3****Town of Needham****Public Works Laborer 2 & 3****12/2016**

The following description outlines the nature and complexity of essential duties performed by employees classified in the Laborer job path across multiple divisions within the Department of Public Works. The duties contained herein are not intended to be all-inclusive, but rather are a general statement of responsibilities. Listed examples of duties may reflect tasks performed more frequently in one specific DPW division; however, employees classified in the Laborer job path are expected to assist in other than their primary division and may therefore be requested to perform other tasks as assigned.

Laborer 2***Examples of Duties***

Perform routine laboring duties, alone or as part of a crew, such as: digging, raking, weeding, lifting, carrying, grass cutting, fertilizing, planting, shoveling, removing brush or trash, cleaning, sweeping, light painting or repair work, duties of a skilled nature; repair and resurface roads and sidewalks; repair culverts; dig and backfill trenches; provide pool and ice skating rink maintenance; set up traffic safety patterns; and tasks of similar complexity.

Use hand tools, basic motorized equipment and operate small dump trucks.

Maintain work area and equipment in safe and operable condition, adhering to all applicable safety and health rules and regulations; provide assistance to contractors as directed; and provide on-call emergency assistance.

Serve as part of a work crew in other divisions; provide support to all division maintenance activities; assist other Town departments as required; and endeavor to continuously improve the services provided to the taxpayers.

Provide on-call duties during snow emergencies operating snow plowing and removal.

Perform other related duties as assigned.

Perform routine laboring.

Operate power tools, light hydraulic and motorized equipment on a beginner to intermediate skill level; assist in installing, repairing and maintaining sewer pipes, water mains, services and hydrants; read interior and exterior water meters; and clean storm sewers, catch basins and pipes.

Assist in seasonal responsibilities including assembling and dismantling spectator stands and related equipment; mowing, leaf and rubbish collection; tree planting; and pool, field, and ice skating rink maintenance.

Cut and remove severed tree limbs, dead branches and brush; and handle and apply concrete at a beginner skill level.

Required Licenses

Valid Mass. Drivers License, CDL, and appropriate certifications, endorsements and training unless specifically waived by the Director of Public Works.

Required Experience:

Position requires 3 months to one year of relevant experience.

Required Knowledge/Skills

Position requires general knowledge equivalent to high school diploma.

Physical and Environmental Standards

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

Laborer 3***Examples of Duties***

In addition to the basic labor and Laborer 1 and 2 duties, employees classified as Laborer 3 may also:

Act as HMEO Apprentice, operating heavy motorized and hydraulic equipment on a beginning or intermediate level; perform routine maintenance on all equipment including heavy motorized and hydraulic equipment including the lubrication of all working parts.

Serve as Apprentice Crafts Worker; perform minor plumbing repairs; remove and install meters; and handle and apply concrete on an intermediate skill level.

May act as lead person on maintenance work team; assist outside contractors engaged in construction and repair activities as directed; and endeavor to continuously improve services to taxpayers.

Prepare routine records, logs and reports; and respond to routine inquiries, requests and complaints from residents, contractors, etc.

Required Licenses

Valid Mass. Drivers License; CDL, may require Class C Hoist Engineer's License, and appropriate endorsements.

Required Experience

Position requires 3 months to one year of relevant experience in a public works environment.

Required Knowledge/Skills

Position requires general knowledge equivalent to completion of four years of high school and specialized courses.

Physical and Environmental Standards

Same as Laborer 2.