

**Town of Otis, Massachusetts
Job Description**

Position Title:	Laborer/Equipment Operator	Grade Level:	III
Department	Highway	Date:	
Reports to:	Highway Superintendent	FLSA Status	Non-Exempt

Statement of Duties: The employee is responsible for the provision of skilled and un-skilled manual and non-manual labor including but not limited to digging ditches, patching streets, building and ground maintenance and the overall completion of Public Works department projects. The employee is required to perform all similar or related duties.

Supervision Required: The employee works under the general supervision of the Highway Superintendent. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other Town employees.

Confidentiality: In accordance with the State Public Records law, the employee does not have regular access to confidential information.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, labor/material costs, jeopardize programs, personal injury, and/or danger to public safety.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, traffic, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. May be required to be on call for 24/7 basis, 365 days per year.

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Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact is required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee that could result in loss of time from work, permanent disability, or loss of life. Examples of personal injury include burns from chemicals or fire, severe muscular strains from working with heavy material or department equipment. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Performs a variety of skilled and non-skilled manual work as assigned to repair and maintain municipal roadways, facilities and infrastructures. Duties include, but are not limited to: carpentry, snow plowing and sanding, patching roads, cleaning catch basins, preparing and maintaining sports fields, and removing debris. Performs manual labor incidental to the work of operating assigned department equipment.
2. Operates a variety of light and heavy motor equipment, including but not limited to: dump trucks, sanders, snow plows, bulldozer, compactor, front-end loader, and backhoe. Services and maintains trucks and equipment.
3. Operates and maintains a variety of power and hand tools including but not limited to jackhammer, chipper, and chainsaw.
4. Performs highway construction and maintenance projects including building, repairing, and patching streets, drainage ditches, sidewalks, repairing and cleaning catch basins, repairing guard rails, building fences and signs; trimming and mowing grass, removal of trees and shrubs as well as the installation and maintenance of road signs.
5. Assists with beaver trapping, concrete work and the maintenance of buildings.
6. Participates in department's snow and ice removal operations.
7. Attends training seminars regarding the safe and proper use of department equipment and vehicles.

Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent, and three to five (3-5) years of experience in vehicle and equipment operation as used in the maintenance and repair of municipal roadways; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position must have a valid Class B Massachusetts Commercial Driver's License with a 2B hoisting license. Ability to obtain certification as Roadway Flagger. The employee may be required to participate in the Town's Drug and Alcohol Testing Program.

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Knowledge, Abilities and Skill

Knowledge: Working knowledge of the safe and effective operation of Highway Department equipment, machinery, vehicles, hand and power tools; working knowledge of department safety practices regarding the use of department vehicles and equipment.

Abilities: Ability to follow written and oral directions in a safe and timely manner; ability to pay careful attention to details, and to perform physically demanding work under extreme or adverse weather conditions for long periods of time. Ability to interact effectively with co-workers. Ability to recognize unsafe working conditions to ensure that appropriate safety precautions are taken to ensure personal safety.

Skills: Proficient fine motor and mechanical skills required to operate department hand and power tools and equipment used to carry out the essential functions of the position in a safe and efficient manner. Proficient oral communication skill.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as lifting, pulling, pushing, standing or walking for extended periods of time often under adverse weather conditions. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to operate highway department hand and power equipment and vehicles.

Visual Demands: The employee is routinely required to read documents for general understanding and rarely for analytical purposes or to determine color differences.