

**Town of Whately
Position Description**

Position Title: Operator/Laborer
Department: Highway Department
Reports to: Highway Superintendent
Exempt/Non-exempt Status: Non-exempt

Grade Classification:
Salary Range:
Job Description Approved:
Job Description Revised:

Position Summary:

Skilled manual work in the operation of public works vehicles and equipment and in performing construction and maintenance activities, all other work as required.

Supervision Received:

Works under direct supervision of Highway Superintendent; some assignments may be conducted under general supervision; verbal and written instructions provided by supervisor as necessary.

Performs routine duties that may occasionally be carried out independently but are subject to check during progress and upon completion for satisfactory performance.

Supervision exercised:

None.

Essential Duties and Responsibilities:

The Operator/Laborer's responsibilities are summarized below:

Operates trucks and other equipment of moderate complexity for all public works projects; hauls gravel, dirt, sand and other materials; loads and unloads materials; performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.

Performs highway department maintenance and repair including constructing, repairing, and patching streets and sidewalks, cleaning catch basins and drainage lines, cold patching and blacktopping, installing and repairing guard rails, fencing and signs, trimming brush, building maintenance and painting lines on roads and parking lots.

Operates vehicles and equipment for snow and ice control work; plows, sands and salts streets and sidewalks; plows municipal parking lots and schoolyards; performs emergency road repairs and other public works related emergency repairs as required.

Makes minor repairs and adjustments to equipment; may change batteries, oil, tires, brakes, grease and otherwise service equipment.

Responsibilities for weekly maintenance of Town Hall and Center School Offices include:
Trash disposal, vacuuming and cleaning of rest rooms.

Performs related work as assigned.

Desired Minimum Qualifications:

Education and Experience:

High School diploma or G.E.D. or equivalent; one to two years of experience in public works construction and maintenance activities and at least six months experience in the operation of pick-up and dump trucks, front-end loaders and backhoes; or any equivalent combination of education and experience. Class B Commercial Drivers License with Air Brake Endorsement and Class 2A and 4G Hoisting Engineers License preferred or obtainable within 3 months of employment.

Necessary Knowledge, Skills and Abilities:

Working knowledge of public works equipment operation and mechanics.

Working knowledge of construction and maintenance procedures.

Some knowledge of the geography of the community.

Must be able to take and comprehend verbal and written instructions appropriate to Highway Department activities.

Ability to make minor repairs and adjustments and to service automotive equipment.

Skill in the operation of highway equipment including front-end loader, back-hoe, grader, tractor and other large machines.

Ability to perform strenuous duties under adverse weather conditions. Ability to respond to emergency calls on a 24 hour basis.

Ability to deal with the public in a courteous manner.

Tools and Equipment Used:

The job requires the ability to operate equipment including but not limited to the following: heavy equipment such as a dump truck, backhoe, loader and grader; light trucks; pneumatic tools such as a jack hammer; power tools; hand tools; lawnmower and trimmer; telephone, fax and copy machines.

Physical Demands:

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 essential functions.

Frequent strenuous physical effort is required to perform the duties of this job. The employee is frequently required to sit, stand, talk, walk, hear and operate vehicles and equipment. The employee is frequently required to use hands to grasp, push and pull and manipulate objects, tools or controls and reach with hands and arms and frequently required to use feet for repetitive movements operating foot controls. The employee is frequently required to bend, squat, kneel, climb, reach and twist. Frequent movement in and out of equipment and vehicles is required.

The employee must lift and carry on a frequent and continuous basis, weights of 50 to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Work Environment:

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.

The employee works under field conditions with unavoidable exposure to bad weather and a variety of hazardous conditions such as dust, fumes and hazards associated with construction sites. The noise level in the work environment is usually moderately loud and occasionally very loud.

Work Schedule:

The work schedule is generally 40 hours per week. The position requires the following schedule:

Monday – Friday 7:00 a.m. to 3:45 p.m. (lunch break 45 minutes)

Some work days may be longer than eight hours, particularly during the winter months and emergency situations. This schedule may be revised with the approval of the Highway Superintendent.

Selection Guidelines:

The successful candidate will be chosen by the Board of Selectmen through the hiring procedures set forth in the town's Personnel Policies and Procedures.

Summary:

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.

The job description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.