



DPW Worker – Semi-Skilled

Maintenance Worker and Recycle Center Attendant

Town of Boxborough, MA

Position Purpose

Performs manual and semi-skilled labor including maintenance work, snow shoveling and plowing, and building setup.

Supervision Scope:

The position is not required to provide job instructions to others or control projects.

Supervision Received:

Works under the direction of the DPW Director. May receive assignment direction from the DPW Foreman.

Supervision Given:

Does not supervise others.

Job Environment

Work is performed predominantly outside with exposure to weather extremes, noise, and working around equipment with moving mechanical parts.

Distinguishing Characteristics

Work is technical in nature and requires the performance of manual labor in performing a variety of maintenance, groundskeeping, and road/sidewalk repair. Also assists in snow plowing and snow shoveling as needed.

Work activities are varied but standardized in nature requiring the following of standard practices and approaches to tasks. Unusual problems or situations are referred to the DPW Foreman or DPW Director for resolution. Work is inspected periodically for completeness, quality and economy of operation.

Contacts are with employees within and outside the Department, as well as contractors and the public. Requires working cooperatively with others and responding with courtesy and tact.

Errors may require the employee to perform rework and cause minor disruption to activities or operations.

Requires working outside of normal scheduled work hours to respond to emergency situations, such as plowing and sanding to maintain street access.

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FLSA: Non-Exempt

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Examples of Work

- Assists with building, repairing manholes, catch basins and other structures
- Assists in maintaining parks and recreation equipment and facilities
- Repairs and patches streets
- Assists in maintaining public buildings
- Installs, repairs and replaces traffic, street and other signs
- Services general DPW equipment such as chainsaws, weed whackers, snow blowers, etc.
- Assists with a variety of DPW projects
- Mows grass, trims shrubs, and rakes town owned land and fields
- Performs minor maintenance on equipment used in performance of job
- Performs manual work in the construction and maintenance of roads and sidewalks
- Responds to snow emergencies to shovel and remove snow and ice from walkways steps and pavements; assists equipment operators in plowing, sanding and/or salting operations
- Unloads, loads and moves materials, equipment and supplies and may assist in storing inventory
- Performs all functions required for the interment process, when needed
- Monitors the disposal and refuse and recycling materials to appropriate containers at Transfer Station
- Assists with removal of trash and recycling materials from town owned buildings and fields
- Performs similar or related work as situation dictates

Recommended Minimum Qualifications

Education, Training and Experience:

High school diploma or GED equivalent. A minimum of two years' experience relating to roadway maintenance and construction and field maintenance or any equivalent combination of education and experience.

Special Requirements Examples:

Must possess a valid Massachusetts driver's license.

Knowledge, Ability and Skills:

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. Knowledge of hazards and precautions, traffic and safety rules, and accident prevention practices.

Ability: Ability to perform heavy manual labor, follow oral and written instruction.

Skills: Skill in operating hand tools, power tools, light and heavy equipment. Skill in operating motorized vehicles and equipment in a variety of weather conditions safely. Skill in making minor repairs and adjustments to related equipment. Works effectively with other employees and the general public.

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Physical Requirements:

Work requires frequent moderate to heavy physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping, shoveling, raking and driving for extended work periods. The employee is required to handle or feel objects, tools, or controls and reach with hands and arms. Frequently required to climb, stoop, kneel, crouch, smell, and carry/lift objects (normally no more than 60 pounds), push/pull and may be exposed to fumes/dust, and cramped and confined quarters in the field.

Specific vision requirements include close vision, distance vision, color vision, depth perception, and the ability to adjust focus in order to read schematics, blueprints, maps, general correspondence, and drive a vehicle. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment. Some travel by private or town vehicle within town and to neighboring towns required.

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.

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. This position 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.

Position description received by: _____ Date: _____

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