



# DPW Worker- Skilled

Town of Boxborough, MA

## Position Purpose

Performs manual and skilled labor and operates light and heavy equipment to maintain public roads, buildings, conservation land and trails.

## Supervision Scope:

Is required to provide only basic job instructions, coordination and review of work quality and progress.

## Supervision Received:

Is given general objectives and may be monitored for progress, coordination and completion.

## Supervision Given:

May provide immediate functional or technical direction to other employees in the same or closely related classification where the work is essentially the same as the work of the crew leader. Supervision is limited to explanation and guidance

## 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 and the operation of a Class B Commercial Drivers License (CDL) vehicles requiring constant attention to the safe operation of vehicles.

Work activities are varied in nature requiring independent action and judgement in solving commonly encountered issues/problems. Unusual problems or situations are referred to the DPW Foreman for resolution. Work is periodically inspected 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.

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

Errors could result in rework and cause disruption to the Department's planned activities.

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## Examples of Work

Operates heavy equipment such as front-end loader, backhoe, road sweeper, catch basin cleaner, bull dozer, dump trucks, sanders, bucket truck and brush chipper.

Operates light equipment and power equipment such as lawn mower, chain saw, snow blower, and weed whip.

Operates hand and power tools in providing general maintenance and repair work.

Plows and sands roads; shovels sidewalks, walkway steps and pavement.

Paves and maintains roads and sidewalks; patches pot holes; maintains and repairs manholes; sweeps streets and sidewalks; installs and replaces traffic and street signs.

Maintains equipment and vehicles and performs basic repairs; identifies equipment and vehicles requiring outside servicing.

Mows town-owned property; landscapes and maintains grounds and cemetery; cuts down trees and brush and performs other tree-related work; maintains conservation trails.

Cleans and repairs catch basins and storm drains; builds and maintains drainage systems.

Prepares and completes burial sites at cemetery. Performs all functions required for the interment process, when needed.

Removes trash; moves heavy furniture; performs carpentry and finish work in town buildings; assists other Town Departments and Boards as needed or appropriate in performing minor plumbing, painting, and other related activities.

Loads, unloads and moves materials, equipment and supplies. May assist in storing inventory.

Monitors the disposal of refuse and recycling materials to appropriate containers at the Transfer Station.

Answers contractors' and public's questions regarding transfer and recycling operations.

Uses vehicles and equipment to remove refuse.

Performs other position related duties as required.

## Recommended Minimum Qualifications

### Education, Training and Experience:

High school diploma, GED equivalent or graduate of a truck driving school, and a minimum of three (3) years' experience in operating heavy motor vehicles, CDL vehicles, roadway maintenance and construction and field maintenance or any equivalent combination of education and experience.

### Special Requirements Examples:

Must possess a valid Class B, CDL with Air Brake Endorsement issued by the Commonwealth of Massachusetts upon hire. Must possess a valid hydraulics license or ability to obtain one within six (6) months of hire.

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

*Ability:* Ability to perform heavy manual labor, follow oral and written instructions;

*Skills:* Skill in operating hand tools, power tools, light and heavy equipment. Skill in operating Class B vehicles and other vehicles 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.

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. Requires hand-eye coordination to operate a keyboard and standard office equipment at efficient speed.

*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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