

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Auto Equipment Operator/Laborer - F&G

Department/Appointing Authority: DPW

Date: August 14, 2013

Originator: Eric R. Hooper, Superintendent of Public Works

Personnel Board Use Only

Classification: Grade E

Effective Date of Classification: Unknown

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Manual labor and operation of various equipment and vehicles in the operation and maintenance of the town's parks and trees, athletic fields, and grounds; snow removal from roadways, parking lots and sidewalks; and all other related work, as required.

2. Essential Functions

The essential functions or duties listed below 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.

Performs ongoing maintenance to all athletic fields, school grounds, town building grounds, roads, grass, trees, shrubs, and town cemeteries.

Performs emergency maintenance to trees and limbs taken down or damaged during storms.

Prepares all town athletic fields for use.

Mows, plants, prunes, etc., all facilities and grounds during the growing season.

Plants trees and shrubs; prunes trees and chips branches; spreads mulch.

Transports materials, as needed.

Performs sanding operations and snow removal activities on Town roadways, parking lots and sidewalks.

Performs labor incidental to the work of operating assigned equipment or other laboring tasks, when assigned.

Performs similar activities for other DPW divisions and Town Departments.

Performs similar or related work as required or as situation dictates.

3. Supervision

Performs responsible duties in constructing and repairing grounds and facilities and delivering forestry and grounds services including snow removal operations.

4. Reporting Structure

Reports directly to the Forestry and Grounds Foreman and indirectly to the Forestry and Grounds Division Supervisor

5. Physical Environment

Work is generally performed outdoors under variable weather conditions and near hazards associated with construction sites, such as loud noises, fumes and airborne particles, near moving mechanical parts, trenches and construction sites, in roadways with heavy traffic, and risks from downed electrical wires. Employee is frequently exposed to the hazards associated with motorized equipment, including working near moving mechanical parts. Required to work outside of normal business hours during cyclic or busy seasons and is subject to call and may respond during emergencies and snow storms; may be required to wear safety equipment.

Operates a variety of hand and power tools, such as a chainsaw; operates light and heavy trucks.

Makes constant contacts with other town departments such as the School Department, the Recreation Department, and other Public Works personnel, as well as the general public.

Errors could result in damage to buildings or equipment, personal injury to self and/or others, delay or loss of service, and monetary loss and legal repercussions.

6. Education/Basic Knowledge

Education

High school diploma;

Special Requirements

Massachusetts Class B Commercial Driver's License

Knowledge, Ability and Skill

Knowledge. Knowledge of the materials, methods and techniques relative to parks maintenance. Knowledge of maintaining and reconstructing athletic fields. Knowledge of grass, trees, shrubs, planting, pruning, and their maintenance. Knowledge of the tools, techniques, equipment, and procedures used in motor equipment repair and maintenance.

Ability. Ability to make minor repairs and adjustments to equipment operated. Ability to communicate effectively orally with superiors. Ability to work as part of a team.

Skill. Skill in the operation of all the above listed tools and equipment. Safe and neat workmanship habits.

Physical Requirements

Frequent moderate to strenuous physical effort generally required to perform work in the field. Frequent bending, standing and walking. Occasionally required to move objects weighing up to 60 pounds, seldom more than 100 pounds. Frequently required to operate hand tools requiring manual dexterity.

7. Experience

Five to ten years of related experience; or an equivalent combination of education and experience.

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