

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Auto Equipment Operator/Laborer - Operations

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

Laboring and operation of various equipment and vehicles on highway, roads, and general public works projects; sanding operations and snow removal from roadways, parking lots and sidewalks; 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.

Works as part of a crew, or individually, on constructing and repairing streets, roads, sidewalks, storm drainage systems, including piping, catchbasins and manholes; grading and hot topping streets, roads and sidewalks; repairing damaged curbing, guard rails, street signs; and plowing and sanding streets.

May operate light equipment and trucks and other equipment necessary for completion of projects; may perform labor incidental to the work of operating assigned equipment or other laboring tasks, when assigned.

Cuts back trees and brush; chips brush, trees; clears construction and project sites.

Mixes cement. Builds sidewalks. Installs asphalt. Patches holes.

Cleans catch basins and drains.

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

Transports materials, as needed.

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 duties requiring judgment in inspecting roadway, sidewalk and other construction repair, maintenance, construction, and repair and careful operation of assigned equipment.

4. Reporting Structure

Reports directly to the Operations Foreman and indirectly to the Assistant Operations Supervisor and Operations Supervisor.

5. Physical Environment

Work is generally performed outdoors under variable weather conditions and near hazards associated with construction sites, such as very 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 such as snow emergencies; is subject to call and may respond during emergencies; may be required to wear safety equipment.

Operates a variety of hand, pneumatic, and power tools such as a chain saw, burn-off saws, and road cutting saws; operates light and heavy trucks, dump trucks, and automobile.

Makes occasional 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, danger to public safety and health, 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 tools, techniques, equipment, and procedures used in motor equipment repair and maintenance. General knowledge of roadway construction and landscaping. Knowledge of snow plowing and ice removal techniques.

Ability. Ability to make minor repairs and adjustments to equipment. 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 more than 100 pounds, such as mortar bags, and lifting manhole covers. Frequently required to operate hand tools, requiring manual dexterity.

7. Experience

Five to ten years of experience in equipment operation and general construction; 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.