

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Auto Equipment Operator/Laborer - Water

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

General manual labor and operation of various equipment and vehicles in the operation and maintenance of the town water distribution system; sanding operations and snow removal from Town 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.

Assists in the execution of projects and programs to repair, maintain, and construct water mains, hydrants, fire lines, and other structures of the water distribution system. Works as part of crew which repairs leaks and main breaks, installs new services, installs and repairs hydrants, and repairs gates.

Provides emergency repairs and maintenance to damaged water system piping.

Reads and installs new meters.

Cleans and paints pumping stations.

Trims trees and brush at pumping stations and storage tanks.

Picks up and distributes stock and chemicals.

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, as needed.

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

3. Supervision

Performs duties requiring judgment in inspecting water distribution system repair, maintenance, construction, and repair and careful operation of assigned equipment.

4. Reporting Structure

Reports directly to the Water Department Foreman and indirectly to the Water Department Supervisor.

5. Physical Environment

Work is usually performed outdoors with exposure to all weather conditions; frequent exposure to the hazards associated with motorized equipment, trenches and construction sites, including working near asbestos pipe, moving mechanical parts, in roadways with heavy traffic, near toxic or caustic chemicals, near loud noises, and risks of electric shock.

Frequently required to work outside of normal business hours at night and on weekends; may respond during emergencies; may be required to wear safety equipment and clothing.

Operates heavy and light trucks; operates pipe locators, leak detectors and other tools and specialty equipment; operates hand, power and pneumatic tools.

Work involves frequent contacts with water customers, outside contractors, and other town departments, especially Police and Fire and other Department of Public Works employees.

Errors could result in injury to self or others, delay or loss of service, and damage to equipment.

6. Education/Basic Knowledge

High school diploma;

Special Requirements

Massachusetts Class B commercial driver's license

Knowledge

Knowledge of equipment operation, maintenance, and repair. Knowledge of electrical, mechanical, and plumbing work. General knowledge of the layout of the town.

Ability. Ability to communicate effectively orally with superiors and subordinates. Ability to work as part of a team.

Skill. Skill in operating and maintaining tools and equipment generally associated with Water Department activities including pipe handling and valve installation. 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 100 pounds. Frequently required to operate hand tools requiring manual dexterity.

7. Experience

Five to ten years of experience in the equipment operation and driving a truck; 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.