

## **Highway Department Senior/Operator/Driver/Laborer Job Posting –September 2022**

The Town of Groveland Highway Department is seeking qualified candidates to fill (1) full-time position (40-hour week) of Senior/Operator/Driver/Laborer. Interested individuals must be holders of a valid CDL Class B license or greater with air brake endorsement, DOT medical certificate, and a Hoisting Engineer License 2B or greater.

Qualified candidates should send letter of interest and resume to [apply@grovelandma.com](mailto:apply@grovelandma.com) or via mail to the Groveland Highway Department, 183 Main St., Groveland, MA 01834. Position open until filled. Resumes will be reviewed as received.

For more information, please visit our website at: [www.grovelandma.com](http://www.grovelandma.com). AA/EOE.

# TOWN OF GROVELAND

Job Title: Senior Operator/Driver/Laborer

Department: Highway

Supervisor: Highway Superintendent

Hours Worked: Full Time – 40 Hours/Week

Date: September 19, 2021

Salary Range: \$27.26 - \$30.31 per hour

## **General Purpose:**

The purpose of this position is to perform manual work in the construction, repair and maintenance of town roads ensuring safe conditions for town residents and general public, and perform other duties related to the primary scope of the position as required.

## **Supervision Received:**

Works under the general supervision of the Working Foreman or other Supervisor, referring all questionable cases and problems to Highway Supervisor.

## **Supervision Exercised:**

None

## **Essential Functions:**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

## **Duties:**

Operates trucks and other equipment of moderate complexity for highway department projects; hauls gravel, dirt, sand, and other materials; loads and unloads materials; operates jackhammer, small roller, roadside mower, small backhoes and loaders. Performs manual labor incidental to the work of operating assigned equipment; services and maintains trucks and equipment.

Assists with construction and maintenance projects including building, repairing, and patching streets and sidewalks, cleaning catch basins, repairing guard rails, fencing and signs, and trimming brush and collecting refuse along highways.

Monitors the status and condition of town culverts and clears debris and blockages as needed to ensure proper flow.

Monitors the status and condition of town catch basins, clearing trash and debris to prevent flooding. May repair catch basins according to environmental regulations and engineering specifications.

Sweeps sidewalks and streets; repairs and cleans basins; performs line painting, pothole repairs, fixing mailboxes, street signs, brush cutting, paving and related projects. Participates in snow removal, plowing and sanding operations, as well as after-hours operations and activities resulting from severe storms, floods and other emergencies.

Monitors quantities of materials, such as salt, sand, etc. for use in snow and ice control operations. Ensures roads are maintained in safe conditions and that appropriate amounts of materials are utilized.

Performs a variety of laborer functions such as patching roads, cutting brush, mowing lawns, collecting leaves, and related highway department functions.

Assists in the maintenance of town fields and irrigation systems.

Makes minor repairs to town-owned buildings.

Performs other duties related to the primary scope of the position as required.

**Knowledge, Skills, Abilities, and Other Characteristics:**

Knowledge: Considerable knowledge of the materials, methods, safety precautions and techniques relative to street construction and maintenance. Working knowledge of traffic laws, bylaws, rules, and regulations. Working knowledge of environmental regulations pertaining to catch basin maintenance and repair. Extensive knowledge of specialized highway and construction equipment. Knowledge of field safety. Thorough knowledge of safe practices.

Ability: Ability to carry out oral and written instructions and construction plans. Ability to maintain good public relations. Ability to read engineering plans and blueprints. Ability to operate heavy equipment and power tools safely and effectively under varying weather conditions. Ability to work in a team environment. Ability and willingness to learn job related skills.

Skill: Skill in all of the above listed tools and equipment.

**Job Environment:**

A majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with construction sites and working with/around vehicles and tools. Work environment is often loud.

Operates a variety of motor equipment such as riding mowers, snow plows and dump trucks. Makes occasional contact with town and school officials, vendors, contractors and the general public, which requires excellent customer service skills.; contacts are of a routine nature.

Errors could result in delay or loss of service, and personal injury to self and/or others, damage to equipment, and danger to public safety and health.

**Working Conditions & Physical Demands:**

Tasks require the ability to exert frequent moderate physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials weighing up to 80 pounds. Required to reach, bend, stoop, crouch and climb a ladder. Vision and hearing at, or correctable to normal ranges. Certain tasks require verbal communication. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to perform work outdoors in inclement weather with fieldwork exposure to hazardous materials and chemicals.

While performing the duties of this job, the employee is frequently required to stand, walk short to moderate distances, sometimes over uneven terrain, talk, listen, hear and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl.

The working conditions & 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.

**Qualifications:**

High School Diploma or equivalent; one - two years of public works construction and maintenance experience; or any equivalent combination of education and experience.

**Special Requirements:**

Position requires a Class 2B Commercial Driver's License (CDL) with air brake endorsement and Class 2B Hoisting Engineer's License or greater. Possession of a 4G Hoisting License is preferred. As a condition of employment, employee is required to participate in the Town's Random Drug Testing Program.

**Non-Discrimination Clause:**

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.*