

BUILDINGS & GROUNDS / TRANSFER STATION LABORER

JOB SUMMARY

Performs routine skilled and semi-skilled work in the operation of heavy duty trucks and light duty equipment for the Public Works Department. Responsible for light carpentry and maintenance repair on all town owned buildings and grounds, including parks and recreation areas. Responsible for the safe and efficient operation of vehicles and all equipment used in the construction and maintenance vehicles and all equipment used in the construction and maintenance of streets, culverts, drainage systems and other public works projects. Also responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects.

SUPERVISION RECEIVED

Works under the general supervision of the Building & Grounds / Transfer Station Supervisor.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Regularly operates one or more of the following vehicles or equipment: 1/2 to 3/4 ton pickup truck; 2 ton patrol vehicle (winter and summer maintenance); 3 to 5 ton heavy duty truck (winter and summer maintenance); 4-wheel drive vehicle; tandem drive vehicle; brush saw; chain saw; chipper; compressor and allied equipment; tar sprayer; tractor crawler (HP 20-44 with various attachments); generator-welder and allied equipment; hydro seeder; loader (wheel 3/5 through 1-3/5 cy); mower (hand and power); paint sprayer; rocket burner; roller (2 axle, 10 to 12 ton); road sweeper (self propelled pick up type); road sweeper (tractor mounted); road sweeper (towed); stump cutter; tractor wheel with various attachments (24 HP & up); or other equipment necessary to maintain and repair all town roads and equipment. Services equipment and makes minor field adjustments and emergency repairs; reports need for any repairs to supervisor.
2. Operates on an emergency and seasonal basis, trucks and equipment for winter snow removal and other seasonal clean-up operations.
3. Determines rate of application of salt and sand by adjusting truck speed when engaged in this type of work. Services snowplows, changing blades and shoes as required. Uses a cutting torch in the removal of blades and other fabricated materials used in the maintenance of public highways.
4. When not engaged in equipment operation, performs various semi-skilled tasks essential to public works and utilities operations such as mowing, sweeping, raking, digging, clearing culverts, laying asphalt, etc.
5. Seasonal duties may include plowing, hauling snow, spreading salt and sand, operating tractors, limbing trees, laying pipe, building and cleaning catch basins, sweeping streets, painting roads, making and placing road signs, patching roads, maintaining and reconstructing roads. Lays bricks and concrete blocks in the repair of roadside culverts and drainage systems; on occasions constructs complete brick and concrete block foundations for culverts and drainage areas when experience dictates the establishment of a new culvert.
6. Makes occasional contacts of a routine nature with the general public when operating salt and sand trucks and when involved with routine maintenance which affects abutters.
7. Oversees recycling center operations, performs maintenance on all municipal buildings, i.e. painting, replacing light bulbs, light carpentry work, etc.; maintains grounds including cemeteries, parks and recreation areas.

8. Maintenance and repair of all Town owned sewerage facilities.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of functions, operating methods, maintenance and care required of equipment used in public works projects. Knowledge of the work hazards, safety practices and traffic laws relating to equipment operation. Skill in the operation and care of heavy maintenance and construction equipment. Ability to perform frequent strenuous physical effort under adverse weather conditions. Ability to detect errors in light equipment operations and maintenance. Ability to understand, follow and give oral and written instructions. Ability to establish and maintain harmonious working relationships with fellow employees.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent and two years' experience in the operation and maintenance of construction and maintenance equipment, OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Willingness to be on call back and ability to work outdoors under extreme weather conditions. Possession of a valid CDL if operating a motor vehicle greater than 1/2 ton capacity.