



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603

E-mail: berkleybos@yahoo.com



JOB POSTING

POSTING:

- IN HOUSE
- OUTSIDE ADVERTISEMENT

DEPARTMENT:

Highway Department

POSITION:

Laborer

- NEW
- EXISTING

CLASSIFICATION:

- REGULAR
- SALARIED
- PART TIME
- CASUAL

HOURS:

- 40
- ON CALL

JOB DESCRIPTION:

- ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE:

- GENERAL SCHEDULE: GRADE 8, STEP 1 : \$ 14.65
- SPECIAL SCHEDULE: GRADE , STEP : \$

SUBMIT:

- APPLICATION
 - RESUME
- TO: Robert R. Rose, Highway Surveyor
3R North Main St.
Berkley, MA 02779

CLOSING DATE:

Open until filled

DEPT. HEAD SIG.:

SIGNATURE

DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: PERSONNEL BOARD FINCOM UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- Town Clerk (certified copy)
- Highway Dept. Office (employee area)
- Public Safety Building lobby
- Old Town Hall
- Community School
- Library
- Middle School

SIGNATURE

DATE

[Handwritten Signature]

7/9/18

HIGHWAY DEPARTMENT
LABORER
Grade 8

JOB DESCRIPTION:

Perform a variety of truck driving, small power tools duties and manual labor on assigned shift in the Highway Department, to assist in the general maintenance, construction and repair and cleanliness of Town property.

Work from verbal instructions on a daily basis of the Foreperson to whom assigned.

Operate various light construction equipment essential to the maintenance and repair projects of the Department. Operate dump truck, pumps, motorized equipment vehicles, air compressors, pavement breakers, post-hole diggers, gauge mowers, brush cutters, chain saws, etc. Maintain equipment, checking fuel, oil, water and air.

Perform simple and skilled manual tasks such as laying pipe, laying pavement, installing drains, driving trucks, cutting trees, making carpentry repairs and operating small equipment. Utilize knowledge of tools, equipment and methods relating to highway construction and repair, including knowledge of one or more trades.

Perform simple manual labor duties of clean up of park and recreation areas, leaf clean-up, and highway work.

Respond to emergencies and snow and ice removal situations and carry out assignment prescribed to remedy same.

Move materials as necessary in the performance of duties as directed. Detect and report improper operation, faulty equipment, defective materials and unusual conditions to appropriate supervisor. Maintain work area and equipment in clean, safe and orderly condition. Follow prescribed safety rules and regulations at all times. Maintain quality standards.

Perform other related duties as required or as directed.

FACTORS

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of motor equipment maintenance and repair.

Ability to communicate with others verbally.

Ability to operate light equipment, power equipment and hand tools properly and safely.

Must have a valid MA drivers license with a DOT medical card.

HIGHWAY DEPARTMENT
LABORER
Grade 8

EXPERIENCE:

An employee coming to this position should have at least six months experience in public works construction and maintenance.

SUPERVISORY CONTROLS:

Under the direct supervision of the Foreperson and/or Highway Surveyor.

COMPLEXITY:

The work consists of a range of assignments, from those requiring the skills of a laborer to those requiring the skills of a light equipment operator.

NATURE AND PURPOSE OF PERSONAL CONTACTS:

This position has daily contact with some department employees for the purpose of completing work to be done.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment varies from work inside Town buildings, repair and maintenance of tools and equipment, to work in the field. There is likely to be some danger involved due to excavated sites, and this position is subject to emergency calls.

SUPERVISION AND MANAGEMENT EXERCISED:

None exercised.