

CITY OF MARLBOROUGH

Marlborough, MA 01752

DEPARTMENT OF PUBLIC WORKS – WATER & SEWER DIVISION

SMEO/LABORER

EASTERLY WASTEWATER TREATMENT PLANT

DEFINITION/PURPOSE

The employee is responsible for the provision of skilled and un-skilled manual labor including but not limited to maintaining and repairing roads, ground maintenance and the overall completion of Public Works department projects. The employee is also responsible for operating trucks and equipment in support of the maintenance and repair of municipal roadways, facilities, and infrastructure. Employee is required to perform all similar or related duties.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various type 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.)

- Maintain and repair a wide range of public works streets projects such roads, drainage areas, utilities, catch basins, facilities and grounds. Paint road lines and intersection stop bars, remove damaged sections of pavement, fill holes with patching materials, tamp or roll patches, build and set forms and finish concrete, patch new and old concrete work.
- Perform all tasks required for a safe and orderly operation of the Resident Dropoff Facility.
- Prepare asphalt materials for resurfacing projects; fill and tamp, rake and shovel materials, load and unload trucks; load, lift and move materials, supplies, furniture and equipment; cut and remove brush from rights of way; cut prune and trim trees, shrubs and hedges; rake leaves and remove fallen limbs.
- Pick up trash from grounds.
- Perform semi-skilled cement, woodworking and painting tasks.
- Dig trenches, manually grade and install drainage pipe; maintain drainage areas, construct, repair and maintain manholes, catch basins and curbing.
- Operate road repair equipment and a variety of mowers in grass cutting operations; operate trucks, tractors and trailers in grounds preparation and maintenance work.
- Perform laboring duties for skilled craftsman but not as a helper or apprentice nor for the purpose of learning the trade.
- Performs physical, manual labor using department equipment including but not limited to hand and power tools including shovels, picks, axes, saws, heavy wrenches and small power tools.
- Greases, oils, cleans and performs other minor preventative maintenance on equipment including some servicing on the job for certain special equipment. May occasionally operate motor equipment of lower level of difficulty.
- Participates in snow and ice operations.
- Attends seminars and training programs to maintain required licenses or certifications and to keep aware of current safety operating practices and procedures.
- Performs handling and hauling of wastewater residuals.
- Performs other duties as directed by the Assistant Commissioner of Operations, Assistant Commissioner of Utilities, Commissioner of Public Works, Foreman or General Foreman.
- Performs related duties as required.

SUPERVISION RECEIVED

Under the general supervision of the Foreman, General Foreman, Assistant Commissioner of Operations, and the Assistant Commissioner of Utilities. The employee shall be familiar with the work routine and use initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of work progress and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

ACCOUNTABILITY

The nature of the required work or the operation of potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant waste of material, damage to buildings, equipment, and danger to public safety and/or personal injury. The employee is responsible to make every effort to avoid these consequences.

JOB ENVIRONMENT

The employee constantly performs work outdoors on a variety of public works projects. Employee is frequently exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Work is continually performed outdoors, regardless of weather conditions. Employee may be required to work beyond normal business hours at nights and/or on weekends in response to natural or man-made emergencies on a 24-hour basis, 365 days per year.

OCCUPATIONAL RISK

Essential functions regularly present potential risk of injury to the employee such as the improper exposure to extreme weather conditions or the operation of heavy equipment which could result in loss of time from work. The employee shall, at all times, utilize any special written instructions, safety precautions, training, or protective gear as required.

EDUCATION AND EXPERIENCE

Must have a High School Diploma or equivalent, Experience in the operation of various pieces of construction or road equipment, the repair and maintenance of motorized equipment or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS

A candidate for this position must have a valid Class B MA CDL and Hoisting License 2B. Pesticide applicators license preferred. Required to be available during snow and ice events. May be given 1 year to obtain the above licenses at the discretion of the City.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of trees and roadside vegetation, parks and green spaces, burial grounds and maintenance, equipment operating and maintenance procedures, and public works department operations. Knowledge of the streets system and geographic layout of the City.

Abilities: Ability to understand and follow written and oral directions and adhere to safety precautions to perform duties in an efficient, safe manner often under adverse weather conditions.

Skills: Fine motor skill to operate department tools and equipment required to perform position duties including the operation of a tractor trailer for the safe transportation of materials and debris in a safe and efficient manner.

PHYSICAL, MOTOR AND VISUAL SKILLS

Physical Skills: Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 100 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust, chemicals, solvents, paint grease/oil, fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; mobility, vision, hearing, dexterity and use of hands and legs appropriate to the duties to be performed.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. In order to operate department equipment and trucks often under adverse weather and/or road conditions on a 24/7 basis. The manual skills required are comparable to those which might be needed to operate assigned department equipment and vehicles such as a tractor trailer, backhoe, hand and power equipment etc.

Visual Skills: Visual demands require the employee to frequently read documents for general understanding and analytical purposes. The employee is required to determine color differences.

WORK SHIFT

Tuesday through Saturday.