

**Town of Brewster, Massachusetts
Draft Job Description**

Position Title:	Laborer	Proposed Grade Level:	II
Department	DPW Department	Date:	March 2010
Reports to:	DPW Superintendent	FLSA Status	Non-Exempt

Statement of Duties: Employee is responsible for performing laborer duties for the DPW Department. Work includes maintaining municipal grounds and roadways. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the direct supervision of the Foreman. Clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

Supervisory Responsibility: Employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have regular access to confidential information of the department, in accordance with the State Public Records law.

Accountability: The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment or personal injuries.

Judgment: Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Complexity: The work consists of routine or repetitive tasks and/or operations with few variations in well known or established procedures.

Work Environment: Working conditions involve frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, loud noises, traffic, extreme heat or cold temperatures, oil, dirt or grease. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, trenches, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time. The employee may be required to work beyond normal business hours in response to man-made or natural emergencies such as snow or ice storms.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contact with the public may be required on an occasional basis.

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Occupational Risk: Essential functions regularly present potential risk of personal injury to the employee from improper exposure to working conditions that could result in loss of time from work. Examples of injury include severe muscular strains from working with heavy materials and department equipment, and working in trenches. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required at all times.

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.

1. Responsible for landscaping and maintaining municipal grounds in the warmer months.
2. Responsible for shoveling snow, and salting walkways to melt ice in the cooler weather.
3. Assists DPW work crews with snow plowing and sanding operations, tree trimming, catch basin cleaning, cold patching, and general maintenance of roadways.
4. Operates a wide range of department equipment, hand tools and machinery as required to perform duties of the position.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent, and up to one (1) year of experience in grounds and roadways maintenance; or an equivalent combination of education and experience.

Special Requirements: Class D Massachusetts Motor Vehicle Operator's license preferred.

Knowledge, Abilities and Skill

Knowledge: Knowledge of landscaping tools, techniques and practices, maintenance of grounds and roadway maintenance and minor repairs.

Abilities: Ability to adhere to safety precautions and to follow written and oral instructions in a safe and timely manner, and perform duties in a timely manner.

Skills: Proficient mechanical and operating skill in the use of department hand tools and equipment that is required to perform position duties.

Physical and Mental Requirements

The 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 position's essential functions.

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Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination in order to use a range of hand tools or department equipment, work in confined spaces, or climb a ladder in a safe manner.

Visual Demands: Visual demands require the employee to read and interpret written instructions for general understanding.