

Town of Spencer**Personnel Board****Job Description**

Department: Highway Department
Job Title: Laborer
Grade: Laborer Union Contract

Primary Purpose Maintains and repairs property of the municipality by performing the following duties.

Essential Duties and Responsibilities The essential duties of functions listed below are illustrations of the type of work 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.

Receives written work orders or verbal instructions from Foreman.

Cuts grass and trims weeds on town property and parks.

Drives truck with utility trailer and loads fallen tree limbs and roadside trash onto truck, and delivers refuse to transfer station.

Operate light duty truck for plowing and sanding.

Repairs street and sidewalk asphalt, cold patching materials and concrete.

Paint and maintain town buildings and grounds.

Shovels walkway and stairways.

Must be available for on-call emergencies.

Performs similar or related work as required or as situation dictates.

Supervision (Received and Exercised)

Works under the general direction of the Highway Foreman. This job has no supervisory responsibilities.

Recommended Minimum Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience High diploma or general education degree (GED); and one year of related experience and /or training.

Qualifications Must maintain valid Massachusetts Drivers License.

Knowledge, Skills, and Abilities

Knowledge of basic math; add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Skilled in the use of various tools such as chain saws, brush cutters and lawn mowers.

Ability to read and comprehend simple instructions, short correspondence and memos.

Ability to write simple correspondence.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands 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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high precarious places; fumes or airborne particles; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually loud.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as needs of the employer and requirements of the job change.

Employee Signature Date

Supervisor Signature Date