

**Town of Hardwick
Truck Driver/Laborer
Job Description**

Position Purpose:

The purpose of this position is to provide skilled maintenance and repair work on Highway Department vehicles and equipment, and to operate heavy and light motor equipment and perform manual work on construction, maintenance or repair projects of the Highway Department; all other related work as required. Truck Driver/ Laborer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Supervision:

Supervision Scope: Exercises judgement in repair methods and replacement of parts while performing mechanical repairs. Performs a variety of routine tasks as a member of a crew on assigned location; functions are generally well defined and limited in scope but which may involve a choice of two or more alternative approaches to well describer problems.

Supervision Received: Works under the general supervision of the Highway Surveyor, receiving specific instructions regarding tasks and assignments. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None

Job Environment:

Work is performed under typical shop conditions with exposure to gasoline, dust, dirt and fumes; often exposed to hazardous materials. Work is also performed outdoor at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Incumbent is required to traverse uneven terrains and is subject to the hazards associated with working near heavy equipment. Work environment is moderately noisy and at times very loud. Incumbent responds to emergency situations.

Regularly operates an automobile, light trucks, heavy equipment, and power, hand, and/or pneumatic tools and telephone.

Interacts constantly with other department employees; interacts occasionally with other town departments, parts suppliers and automotive service departments.

Has no access to confidential information.

Errors in judgement may result in significant time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others.

Essential Functions:

Performs preventative maintenance; lubricate equipment; changes oil and grease; cleans and washes vehicles; replaces fuel pumps, generators, hose lines; adjusts valves and brakes.

Fabricates special attachments and fixtures for mounting on equipment. Mount plow frames and snowblowers on snowplows. Assembles gutter brushes and installs brushes and brooms on sweepers.

Assisting with street maintenance and repair projects; examples of projects include the following: constructing and repairing streets, roads, sidewalks, manholes, catch basins and drainage systems; laying pipe, grading and hot topping streets, roads, sidewalks, cutting brush; repairing damaged curbing, guardrails, street signs, plowing snow and sanding and salting streets; sweeping streets.

Operates heavy and light equipment of moderate complexity; operates jackhammers, small rollers, roadside mowers; operates vehicles providing roadway snow removal and sanding.

Performs manual tasks in connection with maintenance, care, upkeep, repair, marking and beautification of highways, streets, parking lots, and other town property; such tasks may include cutting grass, applying pavement markings and paint, raking, dumping, spreading, grading, and rolling of asphalt, gravel, stone, and any other material; cleaning, repair and installation of culverts, catch basins, drains and ditches; patching, paving, and repair of highways, streets, parking lots, sidewalks, and other town property; and general cleaning of roads and streets.

Sweeps sidewalks and roads, rakes and mows lawns; pickup and haul debris and rubbish; shovel snow; sands roads and operates trucks and equipment in connection with snow removal activities.

Maintains records relating to the care and maintenance of vehicles and equipment.

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

Minimum Required Qualifications:

Education, Training and Experience:

High school graduation; Training in mechanical or automotive repair work; three years of experience in the maintenance and repair of varied equipment such as is characteristic of municipal operations; experience in highway construction including heavy equipment motor vehicle operation; or any equivalent combination of education and experience.

Special Requirements:

Possession of a Massachusetts Class B Commercial Driver's License with Air Brake Endorsement.

Possession of a Massachusetts Hydraulics Class 2B License.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of safe repair practices. Working knowledge of the materials, methods, and techniques relative to road construction and maintenance. Working knowledge of the hazards and safety precautions involved in the work performed.

Ability: Ability to diagnose minor problems in and repair motor vehicles and equipment. Ability to operate light, heavy and special motor equipment. Ability to communicate effectively orally with superiors and peers.

Physical 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 essential functions. Incumbent is required to perform heavy manual labor for large portions of the shift. While performing the functions of this job the employee is required to stand, walk, sit, talk and hear for extended periods of time. Frequently required use of hands to finger, handle, or feel objects, tools, or controls; reaches with hands arms, crawls and climbs. Vision must be at or correctable to normal ranges. The incumbent is frequently required to lift and carry equipment and supplies weighing up to 60 pounds.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)