

20-16

TOWN OF MEDWAY

PT LABORER/OPERATOR SNOW REMOVAL

The Town of Medway seeks qualified candidates to operate snow removal equipment and perform other tasks during and after snow events. Hours will vary during snow clearing operations. This is a part time temporary position with the Department of Public Services.

Education and Abilities: High School diploma or equivalent, the ability to work independently, and the ability to communicate effectively.

Experience: techniques of snow and ice management at facilities; operation of snow tractor with snow blowing attachment for artificial turf preferred. For a full job description and essential duties, please go to www.townofmedway.org

Please send cover letter and resume to: Human Resource Director, Medway Town Hall, 155 Village Street, Medway MA 02053 or email to sellis@townofmedway.org

Date of Posting: December 27, 2016

Salary. \$25.50 per hour

Closing Date: January 6, 2017

POSITION DESCRIPTION

TITLE: Laborer/Operator - Snow Removal

DEPARTMENT: Public Services

DIVISION: Environmental Services

DATE: December 21, 2016

GRADE: ?

General Summary:

Operates snow removal equipment and other related tasks during and after snow events. Work primarily entails, but is not limited to clearing of artificial turf surfaces and related areas at the Medway High School. Work hours will vary as needed in support of snow clearing operations. Responsible for carrying out various assignments essential to managing snow and ice operations, performs laboring and related work incidental to assigned tasks.

Employee works under the direction of the Department's Environmental Services Operations Manager or designee. Employee shall have the ability to recognize conditions requiring maintenance and perform accordingly. Take proper care in operation of equipment to not damage facilities or equipment. Comply with Town and Department policies and procedures.

Works various shift assignments for effective access to assigned areas and to provide necessary coverage throughout workweek.

Shall track, maintain and record time, materials and stock taken and used to perform duties, observe all standard safety precautions, maintain designated work staging areas, tools, supplies and equipment. Shall be responsible to make sure that all work zone safety practices, measures and protocols are followed.

Position Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Job Functions:

- Operates a variety of power equipment, including but not limited to small tractor with snow blower, plow, or broom and walk-behind machines i.e., snowblower etc.
- Keeps areas and grounds free from rubbish.
- Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from Supervisor far enough in advance so that they may be delivered in such time as will not hinder the work.
- Moves furniture or equipment within buildings as required for various activities and as directed by their Supervisor
- Keeps buildings and premises, including sidewalks, driveways, and outdoor areas, neat and clean at all times

- Notifies Supervisor of maintenance and/or repair needs of any problems that arise or are noticed such as with snow clearing tractor and attachments, snowblower, damaged fencing or signs, other facility damage, etc.
- Shovels, snowblows and sands walks, driveways, parking areas, and steps, as appropriate
- Other related duties as assigned by DPS Management
- Shall respond to any departmental operational need or broader municipality declared emergency which requires interdepartmental or intercommunity support and coordination such as, but not limited to, events associated with public safety, public health, storm or disaster response

Education and Experience:

- High School Diploma or equivalent
- Demonstrated ability to work independently
- Demonstrated ability to communicate effectively

Knowledge, Skills, & Abilities:

Knowledge of principles, practices and techniques of snow and ice management at facilities; Ability to operate compact utility tractor with snow blower attachment for clearing artificial turf fields. Ability to operate other associated attachments such as snow plow and brush to perform the work. Safe and efficient use of products and gear typical of job functions; Rules and regulations relative to proper safety codes. Ability to communicate effectively and tactfully with the public, coworkers and other employees.

Ability to recognize conditions requiring maintenance and repair; Work alone without close supervision; Work scheduled and unscheduled overtime as may be required; Meet physical requirements necessary to perform duties such as but not limited to: heavy lifting, bending, reaching and other motions typical of snow and ice management. Comply with Town and Department policies and procedures.

Ability to communicate efficiently both verbally and in writing. Ability to properly manage time to meet deadlines and scheduled priorities.

Ability to identify areas to be improved upon and subsequently prepare and recommend modifications to systems and procedures.

Employs methods of work designed to promote and maintain safety and well being and to instill safety awareness; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs.

Hours of Work:

Winter Hours:

This position has no set schedule. The employee will be expected to report to work to clear snow and ice from artificial turf fields on an as-needed basis.

Summer Hours:

No planned summer hours.

