

#11-16

TOWN OF MEDWAY

JOB POSTING

TOWN OF MEDWAY
HEAVY EQUIPMENT OPERATOR
SKILLED LABORER
Parks Division

The Town of Medway, Department of Public Services, seeks qualified candidates for the Full Time Heavy Motor Equipment Operator/Skilled Laborer position maintaining recreation fields, school grounds, parks and open spaces

Responsibilities Position primarily involves grounds and landscape functions including hand-work with the use of manual and powered hand tools. Performs skilled labor and related work incidental to assigned task. Drives and Operates assigned motor equipment in accordance with all applicable regulations and safety practices. Full job description and qualifications can be found at www.townofmedway.org

Qualifications: High School diploma; two (2) years of qualified experience as a construction/grounds maintenance equipment operator or equivalent, including heavy motor equipment operation; valid Massachusetts's Class B Commercial Driver's License with air-brake endorsement. Hoisting Engineer's Licenses required to operate complete line of department equipment; good driving record.

Please email a Cover letter and resume to: sellis@townofmedway.org
Or mail to: Human Resource Director, 155 Village St. Medway, MA 02053

Date of Posting: June 27, 2016
Salary: Grade 6 \$ 18.94 - \$24.93
Closing Date: July 15, 2016

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station

TOWN OF MEDWAY

Department of Public Services

POSITION DESCRIPTION

TITLE: Heavy Equipment Operator / Skilled Laborer

GRADE: 6

DATE: February 2010

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Drives and Operates assigned motor equipment in accordance with all applicable regulations and safety practices; Performs skilled labor and related work incidental to assigned task; performs laborers duties when not performing operator duties.

Be responsible to make sure that all safety practices and measures, including but not limited to, work zone safety and that personal protective clothing is worn.

Makes frequent routine contacts with the general public and periodic contacts with other Town departments in the provision of customer service and to cooperate on Public Services activities.

Frequent strenuous physical effort required to perform construction, maintenance and repair activities. Work is performed in all weather conditions with some exposure to hazards associated with trenches, construction sites and traffic.

Operates motor equipment in a professional, proficient and competent manner with care taken to perform the work safely and with efficiency.

Performs highly skilled and semi skilled tasks involving, but not limited to; operation of trucks, tractors, mowers and other equipment of varying complexity to perform maintenance at Department facilities such as construction and maintenance projects associated with walkways, wall repair, pavement resurfacing, athletic field construction and maintenance. Assists with the installation, maintenance, repair and replacement of water hydrants, valves, mains services and other appurtenances that are part of the water, sewer and stormwater systems. The incumbent is responsible for carrying out various other assignments essential to water, sewer and storm drain activities and shall have a thorough knowledge of the principles and practices of water, sewer and storm drain systems related maintenance and experience working with, installing and fabrication of system structures.

SUPERVISION RECEIVED:

Works under the general direction of the Environmental Services Operations Manager, Highway Superintendent or Water and Sewer Superintendent. Shall take direction from supervisory staff at various work zone locations and assignments.

SUPERVISION EXERCISED:

May, on occasion, be responsible for the conduct of subordinates as may be asked. Requires ability to work independently and as a working foreman when subordinate staff is employed.

DUTIES AND RESPONSIBILITIES:

Operate motor equipment including, but not limited to, heavy snow-fighters, front end loaders, backhoes, tracked excavator, wheeled excavator, catchbasin and sewer cleaning equipment, skid steer loaders, mowers, street flushers, sewer cleaners, or any other similarly used in the Public Services industry.

Performs vehicle condition inspections and reports as required by law or by Department policy.

Operates hand tools including pick and shovel; operates power tools including but not limited to drills, compressors, jackhammers and radial saws,

Performs minor maintenance functions on assigned equipment such as cleanliness, inspection and maintaining air pressures, fluid levels; the lubrication of mechanical joints; etc. Maintains and makes small repairs to equipment and tools used in performing the job functions.

Prepares trip logs, equipment inspection records, and other related records as directed.

Maintains work area(s) in clean and orderly manner.

Ensures that any passengers comply with established safety procedures.

Assists with all Highway Division projects including resurfacing roadways, patching potholes, repairing guardrails, building and repairing sidewalks, constructing drainage structures, excavating and backfilling trenches, cleaning catch basins and drainage lines, sweeping streets, repairing road signs, and mowing and trimming brush along roadway and performs tree trimming and removal activities.

Performs general labor duties incidental to assigned duties. May be assigned as a laborer when not assigned to equipment operation; performs related work as assigned.

Participates in the repair or replacement of water meters, mains, services, valves, gates, hydrants, drain structures and other appurtenances in a skilled manner.

Operates equipment and performs labor functions associated with Solid Waste Management and Recycling programs.

Ability to read plans, blueprints, sketches, diagrams of Public Services systems to locate, operate, repair or maintain underground utilities and controls. Has knowledge and ability to make adequate materials list and estimate the amount of time needed to accomplish repairs. In the case of breaks or failures, has the knowledge to determine cause, locate problem area and make emergency or permanent repairs for the resumption of service using whatever methods, tools and procedures necessary to complete the task in a safe, proper and proficient manner.

Performs miscellaneous maintenance and repair tasks on municipal buildings and on town owned properties.

DPS | Heavy Equipment Operator

Seeds, loams, fertilizers, rakes, rolls, mows and waters fields along with planting and trimming of shrubbery and disposal of rubbish and leaves.

Maintains and marks athletic fields, repairs and paints benches, fences and installs and maintains playground equipment.

Maintains awareness of safety problems, vandalism, or other actions needed to assure that parks are maintained in a safe condition at all times. Corrects problems and/or reports them to a supervisor for action or direction.

Any other related duties that may be required

Performs required Department of Public Services tasks such as snow plowing, snow removal, standby and emergency duties, and other essential functions as may be required. Shall respond to any departmental 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.

Participates substantially in the operation of the Department as may be required in both scheduled and unscheduled overtime assignments.

QUALIFICATIONS AND ENTRANCE REQUIREMENTS

WORKING KNOWLEDGE OF THE FOLLOWING:

Substantial working knowledge of principles and practices pertaining to the correct, proficient, and safe operation of equipment and assigned vehicles.
Applicable State, Municipal, and Department rules and regulations pertaining to safe operation of assigned motor equipment.
Rules and regulations relative to proper safety codes.

THE ABILITY TO:

Recognize conditions requiring maintenance and repair; perform these repairs as necessary.
Operate heavy equipment with a high degree of skill and efficiency.
Work alone without close supervision.
Perform moderately heavy material handling.
Work in difficult positions when necessary.
Work scheduled and unscheduled overtime as may be required.
Meet physical requirements necessary to perform duties including successful completion of periodic physical examinations.
Comply with all Town and Department policies and procedures.
Demonstrate ability to exercise sound judgment consistently.

ENTRANCE REQUIREMENTS:

Two years of qualified experience in the profession, as a construction equipment operator, or equivalent. Must have demonstrated, or be able to demonstrate proficiency in the skilled and semi-skilled construction techniques.
Considerable experience and training in the operation of all types of assigned motor equipment utilized by the Town.

Must possess a valid Commonwealth of Massachusetts Class B Commercial Drivers License with air brake endorsement and a good driving record. Class A license is preferred. Possession of a Massachusetts Department of Public

DPS | Heavy Equipment Operator

Safety Hoisting Engineers License with appropriate endorsements to operate complete line of Department equipment.

Must demonstrate, by operation or test, proficiency in operation of specific equipment types including loader and backhoe loader.

Good physical condition as evidenced by a physical examination at the Town's Occupational Health Clinic.