

December 2014 Job Posting



FTE – 1	Laborer	Job Description	
Direct Report	DPW Highway Supervisor	Grade	5 Step 1 \$15.37 hr. Jan 1, 2015
Department	Public Works	FLSA	Non-Exempt
Division	Highway	Bargaining Unit	AFSCME, Local 1703
Date	December 2014	Location	DPW Facility

This is a full time position with typical 40 hours per week, 7 AM to 3 PM Monday through Friday, with required availability for after normal hours of operation during snow emergencies and other departmental critical needs.

Summary

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town street, storm drainage facilities and utility systems; snow and ice control; shade tree and/or Town property; other Department related work.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
2. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand, etc.
3. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
4. Performs all duties in conformance to appropriate safety and security standards.
5. Performs required labor involved in construction and maintenance projects as part of a crew within Divisions of the Public Works Department, including, but not limited to, general landscape, trimming, pruning hedges and tree limbs, turf maintenance, athletic field construction and maintenance, roadway repair; drain systems and/or utility systems.
6. Operates a variety of power construction and maintenance equipment used in the Public Works Department.
7. Performs all those functions required for the interment process, if needed.

Knowledge, Skills and Abilities:

1. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
2. Skill in operation of some of the listed tools and equipment.
3. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

Special Requirements

Valid State Class D Driver's license and acquisition and maintenance of a Massachusetts Class B Commercial Driver's License (CDL) with Air Brake and Tanker Endorsement within six (6) months of employment.

Minimum Qualifications

1. High School Diploma or GED equivalent; and
2. Two (2) years of experience relating to maintenance and construction or;
3. Any equivalent combination of education and experience

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov or e-mail: jperkins@ci.reading.ma.us

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

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