

**Town of Brewster, Massachusetts
Job Description**

Position Title:	Truck Driver/Skilled Laborer (A)	Grade Level:	III
Department	DPW Department	Date:	June 6, 2011
Reports to:	DPW Foreman	FLSA Status	Non-exempt

Statement of Duties: Employee is responsible for operating trucks and equipment, and performing skilled laborer duties for the DPW Department. Work includes maintaining and repairing municipal roadways, facilities, and infrastructures. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the Foreman and the general supervision of the DPW Superintendent. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have regular access to confidential information of the department, in accordance with the State Public Records law.

Accountability: The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, and damage to buildings, equipment or personal injuries and adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized department operating practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements such as considerable noise, odors, traffic, chemical fumes, dust, smoke, heat, traffic, cold, oil, dirt or grease. Work is continually performed outdoors regardless of weather conditions. The employee may be required to work beyond normal work hours in response to emergency situations.

Department of Public Works
Truck Driver/Skilled Laborer (A)
2/5/2021

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Nature and Purpose of Public Contact: Relationships are primarily with co-workers and vendors doing business with the department incidental to the purpose of the work involving giving and receiving factual information. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Essential functions of the position regularly present potential risk of personal injury from improper exposure to outdoor weather/road conditions or the operation of dangerous equipment which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and the operation of equipment or vehicles during adverse weather or road conditions. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots may be required. Extreme care and following established safety precautions and directions is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

1. Operates a tractor trailer to transport solid waste from the Town's transfer station to the co-generation facility.
2. Operates a variety of light and heavy motor equipment, including but not limited to a loader, back hoe, dump trucks, sanders, snow plows, bulldozer, compactor, front-end loader, and backhoe. Maintains assigned trucks and equipment in safe working order.
3. Operates and maintains a variety of power and hand tools including jackhammer, chipper, and chainsaw.
4. Participates in department highway construction and maintenance projects including building, repairing, and patching streets and sidewalks, repairing and cleaning catch basins, repairing guard rails, building fences and signs; trims and mows grass, removes trees and shrubs, fabricates, installs and maintains road signs.
5. Participates in the trimming of trees, shrubs, and stumps and the mowing of grass along roadways and removes debris.
6. Assists in the maintenance of equipment used at the transfer station and other town projects.
7. Assists with construction and maintenance projects for other departments which may include installation of water mains, moving lifeguard stands, or other projects.
8. Participates in the department's snow and ice removal operations.

Department of Public Works
Truck Driver/Skilled Laborer (A)
2/5/2021

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Recommended Minimum Qualifications:

Education and Experience: Must have a High School Degree or GED Diploma journeyman's level of knowledge, and five to seven (5-7) years of over-the-road tractor-trailer driving experience in vehicle and equipment operation as used in the maintenance and repair of municipal roadways; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position must have a valid Class A Massachusetts Commercial Driver's License with air brake endorsement and Mass Department of Safety Class 2B (backhoe/loader)Hoisting License in accordance with State Law.

Knowledge, Abilities and Skill

Knowledge: Knowledge of municipal road construction and maintenance, equipment operating and maintenance procedures, and public works department operations.

Abilities: Ability to understand and follow written and oral directions, and adhere to safety precautions and perform duties in a timely manner.

Skills: Proficient skill in the operation of department tools, vehicles, and equipment required to perform position duties including the operation of a tractor trailer for the safe transportation of solid waste from the Town's transfer station to a disposal facility.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as lifting, pulling, pushing, standing or walking for the full work day. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to operate assigned equipment and vehicles such as a tractor trailer or backhoe.

Visual Demands: Visual demands include some reading of documents and plans for general understanding and for analytical purposes.

**Town of Brewster, Massachusetts
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Position Title:	Truck Driver/Skilled Laborer (B)	Grade Level:	III
Department	DPW Department	Date:	June 6, 2011
Reports to:	DPW Foreman	FLSA Status	Non-exempt

Statement of Duties: Employee is responsible for operating trucks and equipment, and performing skilled laborer duties for the DPW Department. Work includes maintaining and repairing municipal roadways, facilities, and infrastructures. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the DPW Foreman. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that are out of the ordinary and which do not fall within existing instructions or guidelines; the employee is then expected to seek advice and further instruction from the supervisor. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for the regular supervision of other town employees.

Confidentiality: Employee does not have regular access to confidential information of the department in accordance with the State Public Records law.

Accountability: The nature of work or the operation of large, complex, or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, and damage to buildings, equipment or personal injuries and adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, traffic, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours in response to emergency situations.

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Nature and Purpose of Public Contact: Relationships are primarily with co-workers and vendors doing business with the department incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Essential functions of the position regularly present potential risk of personal injury from improper exposure to outdoor weather/road conditions or the operation of dangerous equipment which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and the operation of equipment or vehicles during adverse weather or road conditions. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots may be required. Extreme care and following established safety precautions and directions is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

1. Performs a variety of skilled and unskilled manual work as assigned to repair and maintain municipal roadways, facilities and infrastructures. Duties include, but are not limited to: street sweeping, line painting, snow plowing and sanding, patching roads, cleaning catch basins, preparing and maintaining sports fields, and removing debris. Performs manual labor incidental to the work of operating assigned equipment.
2. Operates a variety of light and heavy motor equipment, including but not limited to: dump trucks, sanders, snow plows, bulldozer, compactor, front-end loader, and backhoe. Services and maintains trucks and equipment.
3. Operates and maintains a variety of power and hand tools including jackhammer, chipper, landscaping tools, and chainsaw.
4. Performs highway construction and maintenance projects including building, repairing, and patching streets and sidewalks, repairing and cleaning catch basins, repairing guard rails, building fences and signs; trims and mows grass, removes trees and shrubs, fabricates, installs and maintains road signs.
5. Trims trees and mows grass along roadways and removes debris.
6. Assists in the operation of the transfer station including the maintenance of equipment.
7. Assists with construction and maintenance projects for other departments which may include but not be limited to the installation of water mains, moving lifeguard stands, or other projects.

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8. Participates in the department's snow and ice removal operations.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent and a journeyman's level of knowledge, and three to five (3-5) years of experience in vehicle and equipment operation as used in the maintenance and repair of municipal roadways; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position must have a valid Class B Massachusetts Commercial Driver's License with a brake endorsement and State Department of Safety Class 2B and 4G Hoisting Licenses.

Knowledge, Abilities and Skill

Knowledge: Knowledge of municipal road construction and maintenance, equipment operating and maintenance procedures, and public works department operations.

Abilities: Ability to understand and follow written and oral directions and to adhere to department safety precautions and perform assigned duties in a timely and efficient manner.

Skills: Proficient skill in the operation of tools and equipment required to perform position duties in a safe and efficient manner.

Physical and Mental 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 position's essential functions.

Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as lifting, pulling, pushing, standing or walking for the full work day. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and during evening hours is required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to operate hand and power tools, equipment, Class B vehicles, and Class 2B (backhoe/loader) and 4G (specialty mower).

Visual Demands: Visual demands require the employee to read documents and equipment instructions for general understanding.