



OFFICE OF
SELECTMEN
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Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347
JOB POSTING

TEMPORARY SEASONAL HIGHWAY/PARK DEPARTMENT GENERAL LABORER

- POSTING DATE:** July 8, 2013
- POSITION:** Skilled manual work of a responsible nature in the operation of heavy field equipment on Highway/Park Department projects. Manual work of a routine and semi-skilled nature on construction, maintenance or repair projects; all other related work as required.
- Full job description and application is available at the Selectmen's Office and on-line at www.lakevillema.org. All interested parties should apply in writing to the Board of Selectmen with application attached.
- HOURS:** Flexible work schedule (Monday through Friday) of approximately 30 to 40 hours per week. This position is a temporary, seasonal position beginning in July and ending on September 30th.
- WAGES:** \$12.46 per hour
- QUALIFICATIONS:** High school diploma and or vocational training.
- POSTING CLOSING:** July 19, 2013 at 12:00 PM

Pursuant to Federal Regulation 55.5 (e) (k) (6), the Town of Lakeville does not discriminate on the basis of handicapped status in admission or access to, or treatment in, its programs or activities. The Town of Lakeville is an equal opportunity employer.

**TOWN OF LAKEVILLE
TEMPORARY SEASONAL HIGHWAY/PARK
DEPARTMENT GENERAL LABORER**

GENERAL STATEMENT OF DUTIES:

Skilled manual work of responsible nature in the operation of heavy field equipment on Highway/Park Department projects. Manual work of a routine and semi-skilled nature on construction, maintenance or repair projects; all other related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Superintendent of Streets.

ESSENTIAL RESPONSIBILITIES:

The essential functions of 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 the work is similar, related or a logical assignment to the position.

Operates assigned heavy field equipment in the performance of the particular tasks assigned; operates equipment which may include but is not limited to, riding lawn mowers, dump trucks, tractors and cleaning equipment.

Work requires careful operation of assigned equipment pursuant to prescribed procedures in order to avoid breakdowns and/or to avoid damage to public or private property. Intermittent execution of independent judgment is required when operating equipment.

Performs a variety of routine laboring tasks as a member of a crew on assigned location. Functions are generally well defined and limited in scope but may involve a choice of two or more alternative approaches to well-described problems.

Responsible to function in the day-to-day operation of the Highway Department/Park Department.

Inspects equipment according to prescribed checklist prior to operation to assure that all controls and safety devices are functioning properly, lubricates and makes minor adjustments to the equipment as necessary; report major problems to the supervisor/mechanic so that repairs can be made.

Assists with all Highway/Park Department projects including those to grounds and buildings, roadways and walkways. May include general repair to include minor plumbing, electrical and mechanical duties and painting.

Seeds, loams, fertilizes, rakes, rolls, weeds, mows and waters lawn/field areas. Plants, trims, cuts and sprays hedges, shrubbery and flowers. Trims and cuts trees, rakes up and disposes of rubbish and leaves as directed by the Superintendent of Streets.

Operates power equipment of moderate complexity for all Highway/Park projects. Performs manual labor incidental to the work of operating assigned equipment; services and maintains equipment.

Maintains park garage, structures and grounds. May be asked to repair stonewalls, dig holes by hand and cut brush, as well as, follow Town of Lakeville requirements for the disposal and burning of brush. Performs carpentry work such as painting, repairing walls and furniture. Able to maintain bathrooms, kitchens with some plumbing abilities.

Supervision and security of buildings and grounds during functions as assigned.

OTHER REQUIRED RESPONSIBILITIES:

May perform duties of similar nature consistent with public works tasks and assignments as directed by Superintendent of Streets.

Must display cooperative attitude with other Highway/Park Employees, patrons of the Park and employees of other Town of Lakeville Departments.

QUALIFICATIONS AND SKILLS:

High school diploma and/or vocational training;

Must possess valid Massachusetts driver's license.

Working knowledge of methods, practices and tools used in lawn/field/building maintenance.

Ability to read and write English and carry out oral and written instructions.

Ability to follow proper methods, procedures and safety precautions of all Highway/Park Department equipment.

Ability to operate hand tools and power equipment.

Ability to work well with others in a crew.

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.

Frequent strenuous physical effort may be required. Ability to perform heavy manual labor under varying weather conditions for long periods of time. Ability to drive Highway/Park Department equipment in all types of weather conditions. Frequent movement in and out of equipment and vehicles.

Employee is regularly required to stand, sit, walk, climb, balance, bend, kneel, squat, stoop, crouch, crawl, talk, hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms throughout a work shift.

May be asked to frequently lift and/or move up to 75 pounds; carry heavy materials such as sand, stone and tools.

Specific vision abilities required of the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protections, foot and hand protection and respiratory protection.

WORKING CONDITIONS

This position is a temporary, seasonal position beginning in July and ending on September 30th. Flexible work schedule (Monday through Friday) of approximately 30 to 40 hours per week with thirty minutes for lunch. Depending on various circumstances, start and finish times may vary. May be required to work a shift greater than eight (8) hours.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one and one-half times) the regular pay for all hours worked beyond forty hours in a workweek.