



Town of Stow
HIGHWAY DEPARTMENT
88 South Acton Road
Stow, Massachusetts 01775
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JOB POSTING HIGHWAY DEPARTMENT DRIVER-LABORER POSITIONS

The Town of Stow Highway Department is seeking qualified candidates for full-time, benefits eligible Truck Driver/Laborer positions.

Must possess a High School diploma and a CDL Class B driver's license or better. Experience in or general knowledge of road maintenance, drainage installation, operation of small power equipment and snow plowing preferred. Individual must be available to work all hours of the day or night (including weekends and holidays) for assistance with funerals, emergency purposes, and snow/ice control.

Salary Range is \$21.22- \$27.85 hourly with excellent benefits.

A full job description and application available: on the town website or email to the Assistant Town Administrator via careers@stow-ma.gov.

Applications available and accepted at the Town Building, 380 Great Rd. Stow or by email to the Assistant Town Manager/Human Resources Director at careers@stow-ma.gov.

Applications accepted until filled.

Date Posted: October 8, 2021

HIGHWAY DRIVER / LABORER

DEFINITION

Position is responsible for conducting manual work in construction, maintenance and repair projects for the Highway Department and other Town departments as needed.

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.

- Performs all tasks and projects that come under the jurisdiction of the department as assigned by, or in the absence of the Crew Chief, Foreman, Superintendent and Assistant Superintendent, including work with supervising other full time and part time employees as required.
- Assists with road maintenance and repair projects by performing manual work and operating highway equipment; including constructing and repairing roads, manholes, catch basins and drainage systems; applying pavement markings and paint; raking, dumping, spreading, grading, and rolling of asphalt, gravel, stone, and any other material for roads and sidewalks.
- Assists with cutting and chipping brush and trees; removing brush and leaves; mowing the roadside; and other tree work as needed.
- Repairs damaged guardrails, signs, and road markings
- Participates in all storm operations, including but not limited to sanding, salting roads, plowing and snow removal and other care, upkeep, repair of town roads.
- Operates heavy and light equipment of high complexity, trucks, and attachments.
- Operates vehicles providing roadway snow removal and sanding.
- Operates all hand tools needed to perform labor tasks.
- Maintains snow emergency equipment.
- Performs manual work in the maintenance of town buildings and grounds.
- Conducts paving operations.
- Assists with a variety of DPW projects.
- Mows grass, trims shrubs, rakes, seeds, and performs related landscaping duties as needed.
- Performs minor maintenance on equipment used.
- Performs manual work in the construction and maintenance of roads and sidewalks.
- Responds to snow emergencies to shovel and remove snow and ice from walkways steps and pavements; assists equipment operators in plowing, sanding and/or salting operations.
- Unloads, loads, and moves materials, equipment and supplies and may assist in storing inventory
- Performs all related job duties as assigned.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-worker's incidental to the purpose of the work and involve giving and receiving information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and one year of road maintenance or related experience, mechanical repair experience preferred, or any equivalent combination of education and experience. Must possess a valid Massachusetts C.D.L. Class B license.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough working knowledge of highway equipment operation. Working knowledge of fundamental construction and maintenance procedures. Knowledge of field safety. Knowledge of proper tree removal, planting and pruning techniques. Working knowledge of the safe and efficient operation of power equipment such as chainsaws, plate compactors, weed whackers, lawn mowers, and air compressors.

Ability: Ability to perform heavy manual labor under varying weather conditions. Ability to follow detailed oral and written instructions given by supervisor. Ability to communicate effectively verbally with supervisor. Ability to follow proper methods, procedures, and safety precautions. Ability to receive and carry out direction in a professional and expeditious manner. Ability to maintain good relations with co-workers, Town employees and members of the public. Ability to prioritize work assignments. Ability to read maps, plans and construction documents.

Skill: Skill in operating above-mentioned equipment.

WORK ENVIRONMENT

The work is conducted in shop conditions and outdoors. The duties may involve exposure to noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions

PHYSICAL, MOTOR, AND VISUAL SKILLS**Physical Skills**

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s), and stacking them or moving them. In addition, pulling, pushing,

standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

The work involves assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Reading maps, plans and constructions documents required.