



TOWN OF STOW
380 Great Road
Stow, MA 01775

TRUCK DRIVER-LABORER POSITION

Highway & Cemetery Department

The Town of Stow Highway and Cemetery Department is seeking a qualified candidate for a full-time, 40 hours per week, Truck Driver/Laborer Road Construction position in the Highway Department.

Must possess a High School diploma and have a CDL Class B driver's license or eligible to obtain a CDL Class B license (we will train). Experience in or general knowledge of road maintenance/construction, drainage installation, operation of small power equipment and snow plowing preferred. Will provide training. Guaranteed 40 hours per week and overtime opportunities. Hours are M-F, 6:30am to 2:30pm. Due to the importance of emergency response, candidates must be available to work overtime, including overnight, weekends and holidays, for assistance with funerals, emergency purposes, and snow/ice control.

Starting salary \$22.89/hour to \$25.63/hour depending upon experience and licenses.

Excellent benefits including:

- Health
- Dental
- Life
- Vision
- Twelve paid Holidays
- Twelve paid Vacation Days
- Stipends for licenses/endorsements
- Retirement/Pension eligible

Applications will be reviewed on a rolling basis. Send letter of interest and application (resume also welcome) to careers@stow-ma.gov. Applications are available on our website under the Human Resources Department. For the full job description, please see below. AA/EOE.

A full job description and application available on the town website: <https://www.stow-ma.gov/>

To apply, email resume to careers@stow-ma.gov or mail resume/application to Assistant Town Administrator at 380 Great Rd. Stow, MA 01775

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 any and 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; cutting and chipping brush and trees; removing brush and leaves; mowing the roadside; repairing damaged guardrails, signs; plowing snow and sanding and salting road; repairing damaged guardrails, and signs; and other maintenance, care, upkeep, repair, marking and beautification projects of roads and other town property;
- 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 tree work as needed;
- 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 any and 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-workers incidental to the purpose of the work and involve 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.

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 the 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 is required.