

Ayer, MA Department of Public Works

HIGHWAY DIVISION UTILITY PERSON

Town of Ayer, Massachusetts is seeking a self-motivated, highly qualified applicant for the position of Highway Utility Person. This person will be responsible for DPW facility maintenance, grounds maintenance and assisting in Highway Division activities. Duties will include:

- Cleans and maintains D.P.W. office, Public Works Garage and other areas upon request.
- Assists in road, drainage and streetscape repairs
- Assists in grounds keeping and snow removal
- Skilled work of a routine nature in operating required equipment.
- Related work as required.

Candidate must have a High School Diploma or equivalent, must have a general knowledge of maintenance and operation of public works infrastructure and facilities.

Other requirements include CDL B, Massachusetts Hoisting License or the ability to obtain within the first 6 months of employment.

This is a union position with a rate of pay of \$18.93 per hour and license increments of \$0.65 per hour.

For Application Package, contact the Ayer DPW (978)-772-8240, dpw@ayer.ma.us. Application and resume, in confidence, should be received no later than **3 PM Friday, August 26, 2016** by the Superintendent of Public Works, 25 Brook Street, Ayer, MA 01432. Ayer is an EO/AA Employer.

Posted August 9, 2016

NOTICE OF VACANCY

As to agreement - Town of Ayer and American Federation of State, County, and Municipal Employees, AFL-CIO, State Council 93, Local 1703, Article XIV - Job Posting & Bidding Section 1.

HIGHWAY DEPARTMENT UTILITY PERSON

RATE OF PAY: \$19.58 per hour (includes two required license increments)*

DEFINITION:

1. Cleans and maintains D.P.W. office, Public Works Garage and other areas upon request.
2. Assists in road, drainage and streetscape repairs
3. Assists in grounds keeping and snow removal
4. Skilled work of a routine nature in operating required equipment.
5. Related work as required.

JOB ENVIRONMENT:

1. Works under the general supervision of the Superintendent and the daily supervision of the Foreman or Assistant Foreman in the Highway Department.
2. Performs a variety of routine and repetitive tasks, with work checked during progress and upon completion for satisfactory performance.
3. Makes contacts beyond immediate associates.
4. Errors could result in property damage and under certain conditions could jeopardize public safety.
5. Continuous and strenuous physical effort demanded in walking, bending, standing, and lifting or carrying equipment, tools, materials, while performing duties in and out of buildings under varying weather conditions.
6. Ability to use a variety of hand tools and operate power equipment.
7. Work is performed outdoors at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Work is also performed indoors with possible exposure to exhaust fumes, oil, caustic chemicals, dust and other airborne particles; may occasionally be exposed to hazardous materials. Work involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is noisy and at times very loud.

ESSENTIAL FUNCTIONS:

1. Sweeping, mopping, cleaning, waxing, polishing and painting of offices and toilet areas in accordance with "office cleaning list".
2. Sweeping, scraping, washing, and cleaning of garage floors, shop floors, and other areas upon request.
3. Drives trucks & operates heavy equipment in all kinds of Public Works construction, maintenance, and repair operations.

4. Loads, unloads and transports materials, tools, supplies, equipment, and workers.
5. Operates a snowplow and/or sand spreader during general snow removal as necessary.
6. May service and follow prescribed preventive maintenance procedures on assigned equipment units.
7. Empties rubbish containers regularly or as required on Main Street.
8. Shovels snow and removes ice and snow from walks, steps, drives, and pavement.
9. Operates snow blower and riding mower.
10. Assists other divisions in the performance of work upon request.
11. Inspect fuel pumps and tank per Stage II Compliance regulations.
12. Other related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

1. High school education; qualifying experience in the operation of light equipment; or any equivalent combination of education and experience.
2. Ability to understand and follow oral instructions.
3. Ability to use hand tools and operate power equipment, related work as required.

Special Requirements:

1. Possession of or ability to obtain a Massachusetts CDL B Drivers license during first six (6) months of probationary period is required.
2. Possession of or ability to obtain a Massachusetts Hoisting Engineer (2B) license during first six (6) months of probationary period is required.

KNOWLEDGE, ABILITY AND SKILL:

Knowledge: General knowledge of related work assignments in the labor force of a department of public works. Familiarity with the Towns' geography.

Ability: Strong mechanical abilities. Ability to respond to inquiries and complaints with discretion and tact. Ability to work calmly and effectively under emergency conditions. Ability to work with and maintain service records.

Skill: Good customer service skills. Skill in operating heavy motorized equipment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly lifts and/or moves objects. Accesses all levels of a vehicle, traverse uneven terrain, climb a ladder and enter and exit from vehicles. Manually operates all tools and vehicle controls. Must be able to detect odors and vibrations. Must be able to operate equipment/trucks for extended periods of time during snow emergencies. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

PROBATION:

After an employee has completed his probationary period of twelve (12) months as the Highway Department Utility Person, the employee will be considered a full time Highway Department Utility Person.

An employee in-house with seniority of over one year in Public Works must have a six (6) month trial period.

An employee in-house must obtain all required licenses within six months of obtaining position.

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| 1. CDL B Massachusetts Driver's License | \$.30 per hour additional |
| 2. Class 2B Hoisting Engineer (Hydraulic) License | \$.35 per hour additional |