



JOB POSTING

Date: 11/16/2023

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS WILL BE CONSIDERED FOR THE FOLLOWING JOB VACANCY

POSITION TITLE: SEMI-SKILLED LABORER
FULL TIME POSITION: 40 HOURS PER WEEK

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

REPORTS TO: DEPUTY DIRECTOR & SUPERINTENDENT

RATE OF PAY: FY23 Grade 3 (Step 1) \$20.69 - (Step 3) \$22.24

ALL APPLICATIONS MUST BE RECEIVED WITHIN (10) CALENDAR DAYS OF THE ABOVE DATE BY THE CLOSE OF WORKING DAY MONDAY November 27, 2023

JOB DESCRIPTION ATTACHED

THOSE QUALIFIED AND INTERESTED MAY SUBMIT APPLICATIONS TO:

Town of Marshfield
Dan Bowen
Assistant Superintendent of Business Administration-DPW
Marshfield Department of Public Works
965 Plain Street
Marshfield, MA 02050
Email: DBowen@townofmarshfield.org

The Town of Marshfield is an equal opportunity employer

Town of Marshfield, Massachusetts
Job Description

Position Title:	Semi-Skilled Laborer	Grade Level:	3
Department	Department of Public Works	Date:	2018
Reports to:	Director of Public Works & Deputy Director	FLSA Status:	

Statement of Duties: The Semi-Skilled Laborer performs semi-skilled work in the operation and scheduled maintenance of town parks, roadsides, cemeteries, trees, and various school and municipal grounds as well as performing tasks during emergency situations and weather events. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Deputy Director and Director of Public Works, 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.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other department or Town employees.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent operating 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: Working conditions involve frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as unpleasant weather conditions, odors, chemical fumes, loud noises, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work that is not suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of operational practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems.

Town of Marshfield, Massachusetts
Job Description

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary losses due to waste of material, damage to buildings and equipment or personal injuries danger to public safety and legal repercussions to the Town.

Occupational Risk: Duties regularly present potential risk of personal injury from improper exposure to adverse weather conditions and hazardous equipment and trucks that could result in loss of time from work. Examples of injury includes severe muscular strains from working with heavy material, tools, and equipment, falls from heights in excess of three feet and illness and working in dangerous confined construction trenches. Special safety precautions, training, and protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots 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.

Operates light equipment and machinery including but not limited to dump truck, sanders, tractors with sprayer or spreader attachment, mowers, brush cutter, chain saws, road rollers and any other related machinery.

Responsible for the performance of a range of skilled and unskilled services pertaining to the maintenance and repair of public grounds. Required to perform both skilled and un-skilled manual labor functions at work sites as necessary.

Performs skilled work requiring the ability to operate assigned equipment to perform duties in the areas of raking and mowing and completing athletic field maintenance, mowing grass along public roadways, rubbish removal, tree trimming and removal and interment and burial work.

Maintains assigned trucks and equipment in safe working order and is responsible for conducting circle checks on assigned vehicles.

Responds to natural and/or man-made emergencies such as the participation in snow and ice removal, flooded areas, trees down, construction projects, construction of fencing, curbing and related tasks.

Monitors fields, maintains playground equipment, fencing, and irrigation of fields, playground and tracks and related areas. Maintains grooming of turf field and athletic greens. Performs the set up and transportation of portable lighting for athletic events, as well as athletic equipment.

Required to attend training sessions or seminars to maintain abreast of updates or changes in occupational safety requirements as well as department operating practices.

Town of Marshfield, Massachusetts
Job Description

Assists with or may perform other related duties as required.

Required Qualifications:

Education and Experience: Associates Degree or journeyman's level of trade knowledge and three to five (3-5) years prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Commercial Class B Drivers License with air brakes and Hoisting License preferred. As a condition of employment, the employee is required to pass a pre-employment physical examination and maintain physical condition in order to perform job duties in a safe and effective manner. The employee is required to maintain a DOT physical card and to participate in the Town's Random Drug and Alcohol Testing Program. Employee is required to maintain licenses at all times. Failure to do so will result in termination from position.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of department equipment and the operation of heavy and light trucks in support of department operations. Knowledge of the Town's roads, drainage and irrigation systems and maintenance techniques and practices. Knowledge of the Town's geography and infrastructure. Knowledge of department safety practices and procedures.

Abilities: Ability to establish effective working relationships with co-workers and to direct employees in the proper work techniques and safety procedures. Ability to adjust to changes in schedules and work assignments and to follow written and oral instructions in a prompt, safe, and efficient manner. Ability to operate heavy trucks in a safe manner in accordance with department safety guidelines. Ability to detect mechanical problems, maintains vehicle and equipment, and performs minor repairs. Ability to read and follow oral and written instructions. Ability to perform strenuous physical work over an extended period of time and to lift, carries, and place heavy objects. Ability to maintain required physical fitness in order to operate department equipment and vehicles in a safe and efficient manner.

Skill: Proficient written and communication skills. Proficient trade skills and the use of department heavy and light equipment and tools. Effective customer service skills.

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 Skills: Work requires some agility and physical strength on a daily basis, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work day. The employee is required to lift, push or pull heavy objects weighing over sixty pounds, such as department equipment and tools. The employee is required to stretch and reach in order to retrieve work materials and equipment as well as climb up and pull body weight while

Town of Marshfield, Massachusetts
Job Description

climbing. Much of the work may be performed under adverse weather conditions or in cramped or high places.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include using power and/or hand tools, operating heavy trucks, or climbing a ladder.

Visual/Auditory Skills: The employee may be required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.

Robert M. May 10-4-21
DPW Union Approval Date

Thomas D. B. G. 10/4/21
DPW Superintendent Date