

SEEKONK | Massachusetts

Truck Driver/Laborer

Job Posting

The Town of Seekonk seeks qualified applicants to serve as Truck Driver/Laborer with the Public Works department. This is a full-time, 40 hours per week, benefit eligible position. The Driver/Laborer will work under the administrative direction of the Superintendent. Minimum requirements: Must have a High School diploma or equivalent and one (1) to three (3) years of related experience. Must have a minimum of a Class B CDL permit, with the ability to obtain the license in 12 months upon hire. Salary is based on a five (5) step table. Step 1 is \$22.54 per hour and Step 5 is \$24.41 per hour. The Town of Seekonk requires a physical examination with drug screening, CORI check, and background check post-offer. A complete job description is attached.

Qualified individuals should send a completed application to the Town Administrator's office, 100 Peck Street, Seekonk, MA 02771 hrstaff@seekonk-ma.gov by August 17, 2022 at 12:00pm. EOE/AA

JOB DESCRIPTION

Job Title:	Driver/Laborer	Department:	Public Works
Supervisor:	DPW Superintendent	Status:	Union
Salary:	Step 1 - \$22.54 per hour	Union:	AFSCME Council 93 Local 1701
FLSA:	Non-Exempt	Hours/Week:	40

The salary is based on a five (5) step table. Step 1 is \$22.54 per hour and Step 4 is \$24.41 per hour.

POSITION OVERVIEW: The Truck Driver/Laborer performs a range of skilled and semi-skilled manual duties including the operation of motor vehicles and public works equipment.

SUMMARY: The Truck Driver/Laborer is responsible for routine manual work of a mechanical nature in the operation of light automotive equipment as well as a general laborer completing assigned tasks. Employee is required to perform all similar or related duties. The normal work week for the Driver/Laborer will consist of five (5) consecutive eight (8) hour days, Monday through Friday, with thirty (30) minutes for lunch and a ten (10) minute rest period in the morning and afternoon.

SUPERVISION: Works under the policy direction of the Board of Selectmen through the Town Administrator and Superintendent. The employee is familiar with the work routine and uses initiative in carrying out instruction for new, difficult or unusual assignments, including suggested work methods. 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. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and the instructions are being followed.

JOB ENVIRONMENT: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is frequently performed outdoors, regardless of weather conditions. Employee is expected to perform work while walking on rough terrain, often working outside of a vehicle digging ditches, loading and unloading materials, mowing lawns, etc. May be required to be on call for twenty-four (24) hours or being under prolonged pressure during emergency situations. May be required to weight competing and concurrent demands to meet deadlines.

ESSENTIAL FUNCTIONS: The essential functions or 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 a panel, platform or dump truck, performing such tasks as transporting road materials loaded by hand, power loader or power shovel.
- Operates a variety of small motor vehicles, power and hand tools including air compressor, jackhammer, chainsaw, lawn mower, snow blowers, and plows.
- Performs basic laborer maintenance tasks depending upon the extent of training and experience acquired through vocational training and on-the-job training.
- Performs general manual labor in the maintenance and repair of all roads, bridges, sidewalks, curbing, causeways, and rights of way; all culverts, drainage swales, detention and retention basins; and all storm water drainage systems.
- Performs physical labor in both interior and exterior painting and carpentry details, custodial duties, moving furniture and equipment, along with loading and unloading trucks.
- Performs work on buildings and structures by painting, carpentry, and some building maintenance tasks such as replacement of windowpanes, changing light fixtures, adding or replacing shelving, etc.
- Performs landscaping duties including mowing and trimming, maintenance of ball fields, weeding and plantings.

SEEKONK | Massachusetts

- Perform light maintenance such as oil changes and blade changes on vehicles and equipment.
- Assists in the snow and ice removal operations and other emergency work by performing assigned tasks.
- Removes dead animals from roadways and other town-owned properties.
- Respond to accidents or spills for clean up.
- Performs other similar or related work as required or as the situation dictates.

QUALIFICATIONS: *Education and Experience*

Must be a high school graduate or equivalent and one (1) to three (3) years of related experience. Must pass a background and criminal history (CORI) review.

Special Requirements

Massachusetts driver's license or equivalent Rhode Island driver's license with a good driving record. Minimum of a Class B CDL permit, with the ability to obtain the license 12 months upon hire.

Knowledge, Ability and Skill

Knowledge: Working knowledge of operation and maintenance of power-driven equipment and use of hand tools generally used in public works construction and maintenance work. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of fellow workers and the general public.

Ability: Ability to interact in a positive and effective manner with employees and the general public. Ability to execute oral and written instructions in a precise manner. Ability to analyze the proper performance of a motor vehicle by following a preventative maintenance service schedule. Ability to operate motor vehicles, including light trucks and power hand tools.

Skill: Excellent employee relations and public relation skills and ability to handle multiple tasks. Good judgment, motor operating skills and able to maintain effective staff and customer relations.

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. Work requires moderate to heavy intermittent physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. May be required to occasionally lift objects weighing up to 100 pounds. The employee is frequently required to stand, walk, sit, stoop, crouch, and stretch. Employee may spend extended periods of time standing.

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The work requires good hand eye coordination. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Position requires close vision and the ability to adjust and focus.

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 change.

The successful candidate will have demonstrated experience in the skills necessary to successfully be a key member of the Town and to work in the Public Works Department.

The Town of Seekonk is an Equal Opportunity/Affirmative Action Employer