



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

INTERNAL/EXTERNAL JOB POSTING

DEPARTMENT OF PUBLIC WORKS SEASONAL LABORER

POSTING DATE:

POSITION: Seasonal Laborer for the Town of Lakeville Department of Public Works. Full job description is attached to this posting and is available in Human Resources. Apply to the HR Department at HR@lakevillema.org

HOURS: Flexible scheduling Monday-Friday

WAGES: Starting At \$15.09 per hour. Non-Union

DUTIES: Skilled manual work of responsible nature in the operation of assigned equipment on DPW Department projects. Manual work of a routine and semi-skilled nature on construction, maintenance or repair projects; all other related work as required.

QUALIFICATIONS: High school and/or vocational training; one year of experience in groundskeeping and maintenance activities; or an equivalent combination of education and experience. Must possess a valid driver's license.

POSTING CLOSING:

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at HR@lakevillema.org or 508-946-8808.

**JOB DESCRIPTION
TOWN OF LAKEVILLE
DEPARTMENT OF PUBLIC WORKS SEASONAL LABORER**

GENERAL STATEMENT OF DUTIES:

Skilled manual work of responsible nature in the operation of assigned equipment on Department of Public Works (DPW) projects. Manual work of a routine and semi-skilled nature on construction, maintenance or repair projects; all other related work as required.

SUPERVISION RECEIVED:

Works under general supervision received from the DPW Director or Deputy Director.

ESSENTIAL RESPONSIBILITIES:

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.

Operates assigned heavy field equipment in the performance of the particular tasks assigned; operates equipment which may include but is not limited to, riding lawn mowers, dump trucks, tractors and cleaning equipment.

Work requires careful operation of assigned equipment pursuant to prescribed procedures in order to avoid breakdowns and/or to avoid damage to public or private property. Intermittent execution of independent judgment is required when operating equipment.

Performs a variety of routine laboring tasks as a member of a crew on assigned location. Functions are generally well defined and limited in scope but may involve a choice of two or more alternative approaches to well-described problems.

Responsible to function in the day-to-day operation of the DPW/Park Department.

Inspects equipment according to prescribed checklist prior to operation to assure that all controls and safety devices are functioning properly, lubricates and makes minor adjustments to the equipment as necessary; report major problems to the supervisor/mechanic so that repairs can be made.

Assists with all DPW/Park Department projects including those to grounds and buildings, roadways and walkways. May include general repair to include minor plumbing, electrical and mechanical duties and painting.

Seeds, loams, fertilizes, rakes, rolls, weeds, mows and waters lawn/field areas. Plants, trims, cuts and sprays hedges, shrubbery and flowers. Trims and cuts trees, rakes up and disposes of rubbish and leaves as directed by the DPW Director or Deputy Director.

Operates power equipment of moderate complexity for all DPW/Park projects. Performs manual labor

incidental to the work of operating assigned equipment; services and maintains equipment.

Maintains park garage, structures and grounds. May be asked to repair stonewalls, dig holes by hand and cut brush, as well as, follow Town of Lakeville requirements for the disposal and burning of brush. Performs carpentry work such as painting, repairing walls and furniture. Able to maintain bathrooms, kitchens with some plumbing abilities.

Supervision and security of buildings and grounds during functions as assigned.

OTHER REQUIRED RESPONSIBILITIES:

May perform duties of similar nature consistent with public works tasks and assignments as directed by DPW Director or Deputy Director.

Must display cooperative attitude with other DPW/Park Employees, patrons of the Park and employees of other Town of Lakeville Departments.

QUALIFICATIONS AND SKILLS:

High school diploma and/or vocational training;

Must possess valid Massachusetts driver's license.

Working knowledge of methods, practices and tools used in lawn/field/building maintenance.

Ability to read and write English and carry out oral and written instructions.

Ability to follow proper methods, procedures and safety precautions of all DPW/Park Department equipment.

Ability to operate hand tools and power equipment.

Ability to work well with others in a crew.

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 functions.

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.

Frequent strenuous physical effort may be required. Ability to perform heavy manual labor under varying weather conditions for long periods of time. Ability to drive DPW/Park Department equipment in all types of weather conditions. Frequent movement in and out of equipment and vehicles.

Employee is regularly required to stand, sit, walk, climb, balance, bend, kneel, squat, stoop, crouch,

crawl, talk, hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms throughout a work shift.

May be asked to frequently lift and/or move up to 75 pounds; carry heavy materials such as sand, stone and tools.

Specific vision abilities required of the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protections, foot and hand protection and respiratory protection.

WORKING CONDITIONS:

This position is a temporary, seasonal position beginning in May and ending in September. Flexible work schedule (Monday through Friday) of approximately 30 to 40 hours per week with thirty minutes for lunch. Depending on various circumstances, start and finish times may vary. May be required to work a shift greater than eight (8) hours.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

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 the requirements of the job change.