



TOWN OF SUNDERLAND MASSACHUSETTS
JOB DESCRIPTION FORM
POSITION TITLE: SUMMER SEASONAL TEMPORARY LABORER
DEPARTMENT: HIGHWAY DEPARTMENT

STATUS: ☐ Regular ☐ **Non-Benefited** ☐ Temporary

DATE PREPARED: 6.26.05, **02.08.2023**

HRS WORKED PER WK: variable

APPOINTED BY: **SELECTBOARD**

Scheduled Work Hours: **summer** seasonal

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Responsible for the safe and efficient operation of equipment providing intermittent SUMMER seasonal services for the Highway Department.

SUPERVISION RECEIVED

Highway Superintendent

DIRECT REPORTING STAFF

None

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES: Specify Key Elements/Tasks and Specialized Tasks to be accomplished.

- Operate **seasonal** equipment, perform **weed wacking, brush removal, line/crosswalk painting** and perform laborer duties as assigned **which may require working independently**. May assist in the repair of underground utilities (i.e. sewer, water and drainage pipes) in emergency situations and assist with other projects where temporary staff is required.
- Operate pick-up ~~and dump trucks~~ carrying construction and maintenance materials, tools ~~and other articles~~, ~~bucket loader~~, mowers and other equipment.
- As required, may perform strenuous labor work in loading, unloading of construction material or other related operations including and not limited to **assisting with** installation and repair of storm drains, grading, cold patching and black top.
- Maintain and repair equipment as needed; i.e., ~~may change batteries, tires, oil and grease~~ wash and maintain vehicles and ~~otherwise maintain~~ equipment **used during duties**.
- Provides courteous and expeditious customer service to the general public and Town department staff.

Use additional sheet, if necessary.

QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities and physical requirements)

Ability to lift heavy materials up to 80lbs. on construction, maintenance and repair projects.

As a seasonal laborer, individual must have the ability to work during ~~snow~~ **during summer** season, if applicable, or other unforeseen emergencies.

Must be able to work in frequent and extended periods of outside work, subject to all weather conditions and extremes.

Ability to carry out oral and written instructions as assigned by the Highway Superintendent.

- Class B CDL with air brake endorsement
- Possess High School Diploma or GED equivalent.
- Minimum of two years highway construction or related work
- Must consent to a physical examination, and random drug & alcohol screening
- ~~Must be able to pass physical examination for manual labor and lift materials up to 80lbs on construction, maintenance and repair projects.~~

LICENSE AND/OR CERTIFICATION REQUIREMENTS

- Must possess **a valid Massachusetts Driver's License** ~~proper licensure for equipment use~~ and provide current registry of motor vehicles driving record.
- ~~May possess a valid 2A hoisting license.~~

REMARKS

SIGNATURE OF SUPERVISOR

PRINTED NAME AND TITLE --- DATE

SIGNATURE OF INCUMBENT

PRINTED NAME AND TITLE --- DATE

RECOMMENDED BY: _____
Signature of Town Administrator

PRINTED NAME – DATE

APPROVED BY: _____
Signature Board of Selectmen, Chair

PRINTED NAME – DATE

Copy to: ☐ Personnel Committee

DATE LAST REVIEWED: 8.21.06,

DATE LAST AMENDED: _____

8.8.06

Revised 5.9.07, **02.08.2023**