



**PERSONNEL DEPARTMENT**  
400 SLOCUM ROAD  
DARTMOUTH, MA 02747

**PERSONNEL ADMINISTRATOR**  
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## JOB POSTING

**TITLE:** Laborer  
**UNION:** Laborers Local Union 1249  
**LOCATION:** Department of Public Works  
**DATE AVAILABLE:** ASAP  
**SALARY:** Grade 3 - \$16.03 - \$19.69

### RESPONSIBILITIES:

Routine manual work relating to specific construction, maintenance or repair projects or in assisting the department of public works or parks department in numerous other projects. See attached job description for complete details.

### QUALIFICATIONS:

High School Diploma or equivalency; or any equivalent combination of education and experience.

**APPLICATION DEADLINE:** Open Until Filled

Applicants may submit a cover letter and resume to:

Personnel Department  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747

Or email to:

[mmedeiros@town.dartmouth.ma.us](mailto:mmedeiros@town.dartmouth.ma.us)

Town of Dartmouth is an Equal Opportunity Employer

# LABORER

APPROVED DEC 30 2003

## Definition:

Routine manual work relating to specific construction, maintenance or repair projects or in assisting the department of public works or parks department in numerous other projects; all other work as required.

## Supervision:

Works under the direct supervision of the working foreman or the assigned supervisor.

Performs a variety of routine and repetitive tasks following clearly prescribed procedures, with work checked in progress and upon completion.

## Job Environment:

Work may be performed under adverse conditions; including exposure to bad weather, environmental and workplace hazards affecting personal safety.

May operate a variety of light trucks; may operate compactors, snow blowers, and lawnmowers; also operate a variety of hand and power tools, equipment, telephones, various office equipment, computer systems, and transfer station scale. Equipment used is of moderate complexity for all projects.

Makes frequent contact with other town employees when working on projects; contacts with the general public involve courtesy when describing routine or established procedures.

Errors could result in delay or loss of service, property damage, personal injury, and danger to public safety; most errors may be detected and corrected early at a minimal cost. Errors could also result in environmental impacts, danger to public health; workplace safety; adverse public relations; and could result in legal and/or monetary impacts.

## Essential Functions:

Laborers may perform some or all of the following General Functions, as well as the functions specific to the areas to which they are assigned:

### General Functions:

Removes snow and ice from walks, driveways and work areas, and spreads sand and chemicals to control icing, with the use of such tools as shovels, ice chippers, and hand-operated motorized snow blowers; rides with equipment operators and assists with snow plowing.

Mows grass; trims shrubs; rakes and seeds; performs minor maintenance on equipment used (greasing, changing oil, spark plugs, and filters); removes leaves, brush, and cuts grass on town property with the aid of such tools as rakes, pruning shears, hand mowers, and motorized grass cutters, leaf blowers, and shredders.

Sweeps walks, driveways and work areas, and gathers debris for disposal; cleans and assists in maintaining town facilities including the cleaning of bathrooms.

Highway Functions:

Assists with all public works projects including building and repairing streets, installing and repairing culverts, cleaning catch basins, drainage lines, sweeping streets, trimming brush along highways, and removing refuse; may assist with tree work; may help to direct traffic around work projects.

Assists with excavation work; digs, shovels, moves, back fills, and grades earthen materials such as soil, sand, and stone, paving, and street edging materials such as asphalt, cement, and granite, with the use of such tools as picks, shovels, jack-hammer, and wheelbarrow.

Lifts, carries and assists in the disconnection, connection or installation of construction materials such as pipes, cables, or wooden and metal structures with the aid of such hand tools as hammers, clamps, chisels and crowbars.

Sanitation Functions:

Picks up, carries, and loads rubbish or recyclables from town buildings and private residences into trucks, and empties and replaces durable rubbish containers; observes and notifies supervisor of any rubbish, which may cause a fire or similar hazard; connects chains, hooks, clamps or straps as necessary for the mechanical lifting of large rubbish containers or of unusually heavy items for disposal; unloads debris at disposal sites and other materials at the sites as directed; cleans the truck bed or compactor areas as well as the outside of trucks as directed; operates hydraulic functions on a refuse truck or stationary packing device.

Assists at the compost site; assists and directs the general public where to unload grass and leaves.

Cleans and paints sanders and dump trucks; performs other related functions such as masonry, carpentry, and painting.

Transfer Station Functions

Explains transfer station regulations and recycling program to the general public; enforces regulations; observes the activities of persons using the transfer station; forbids disposal of unacceptable materials or substances; assures that materials are deposited in the proper location for transfer station or recycling; and reports any deficiencies to the Transfer Station Weigh Clerk and/or Highway Supervisor.

Required forty-hour workweek with assigned Saturday hours. At the discretion and request of the Highway Supervisor, shifts may include a Tuesday through Saturday workweek schedule.

Fills in for the Transfer Station Weigh Clerk during vacations, illness, lunch periods, etc.

Assists and directs public where to unload household trash, bulky items, leaves and grass, as well as all accepted recyclable materials.

Performs similar or related work as required or as situation dictates.

### Recommended Minimum Qualifications

#### Educational Experience:

High school diploma or equivalency; or any equivalent combination of education and experience.

#### Knowledge, Ability and Skill:

Working knowledge of the hazards and safety precautions involved in the work performed. Some knowledge of the practices, materials, tools, and equipment commonly used in the construction, repair, and maintenance of roads and sidewalks.

Ability to understand and follow oral instructions. Ability to operate power hand tools, such as power lawnmowers, tampers, jackhammers and similar equipment.

Ability to deal with the public effectively and tactfully.

Massachusetts Class D Motor Vehicle Operator's License is required

#### Special Knowledge and Skills (Transfer Station)

Ability to interpret and enforce transfer station regulations. Knowledge of recycling/solid waste rules and procedures.

Ability to operate a keyboard and computer.

Ability to speak Portuguese helpful but not required.

#### Physical Requirements:

Constant moderate physical effort generally required in performing work in the field. Frequently required to lift heavy materials in excess of 50 pounds while working in adverse weather conditions. Eyesight and hearing at or correctable to "normal range." Work may involve recurring applications of considerable physical effort, such as lifting, jumping, and occasional awkward positions. Carries heavy materials such as sand, stone, and tools. Ability to walk, sit, reach, and stand for extended periods of time during work shift, and lift objects greater than 40 pounds receptively. Ability to operate power and hand tools and computer. Required to conduct simple repair work to refuse equipment. Required to use various types of hand and power tools.