



Town of Carlisle

Driver/ Laborer Job Announcement

The Town of Carlisle seeks applicants for the full-time, benefited position of Driver/Laborer. The Driver/Laborer operates motor equipment and performs manual work on road construction, maintenance, and all other Public Works projects; performs all other related work as required.

Recommended Minimum Qualifications: High school graduation; six months experience in operating light trucks, plows, and sanding vehicles and equipment; or any equivalent combination of education and experience. A valid Class B Commercial Driver's License is required. Please see attached job description for more information.

This position works 40 hours per week, Monday through Friday. Non-union pay scale starting at Grade 4, Step 1 at \$24.91/hour, hiring range DOQ. Excellent benefits including insurance, participation in the Town's retirement plan, and paid time off.

To apply, please send a resume and cover letter to Aubrey Thomas, Assistant Town Administrator/HR Director, at athomas@carlislema.gov, or by mail to Carlisle Town Hall, 66 Westford Street, Carlisle, MA 01741.

Applications will be received until position is filled.

The Town of Carlisle is proud to be an AA/Equal Opportunity Employer.



Town of Carlisle Driver/Laborer Job Description

Job Title: Driver/Laborer

Supervisor: Foreman

Hours Worked: Full-Time (40hrs/week)

Department: DPW

Salary: Grade 4

FLSA Status: Non-Exempt

DRIVER/OPERATOR/LABORER

Position Purpose:

The purpose of this position is to operate motor equipment and perform manual work on road construction, maintenance, and all other Public Works projects; performs all other related work as required.

Supervision:

Supervision Scope: Functions are generally well defined and limited in scope but which may involve some judgment and initiative in determining method of completion.

Supervision Received: Works under the general supervision of the Superintendent of Public Works and the Public Works Foreman, referring all questionable cases and problems to supervisor.

Supervision Given: None.

Job Environment:

Work is performed outdoors and/or inside trucks/equipment, at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Required to traverse uneven terrain and is subject to the hazards associated with construction sites. Work environment is very loud.

Regularly operates an automobile/light truck, light equipment, and pneumatic/power/hand tools.

Interacts frequently with other town departments; makes occasional contact with the general public. Contacts require an information exchange dialogue.

Errors in judgment may result in significant time loss and delay, cause damage to equipment, and result in serious personal injury and injury to others.

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.)

Assists with street maintenance and repair projects by performing manual work and operating department equipment. Examples of projects include the following: constructing and repairing streets, roads, sidewalks, manholes, catch basins and drainage systems; applying pavement markings and paint; raking, dumping, spreading, grading, and rolling of asphalt, gravel, stone, and any other material for streets, roads and sidewalks; cutting and chipping brush and trees; removing brush and leaves; mowing lawns; plowing snow and sanding and salting streets; sweeping streets; repairing damaged curbing, guardrails, and street signs; Transfer Station cleaning and maintenance; and other maintenance, care, upkeep, repair, marking and beautification projects of highways, streets, parking lots, and other town property.

Operates vehicles providing roadway snow removal and sanding. Performs manual labor incidental to the work of assigned equipment.

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

May perform Transfer Station Attendant duties if necessary. May serve as a pallbearer when performing cemetery work.

Assists other town departments/boards/committees in a variety of ways as needed.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduation; six months experience in operating light trucks, plows, and sanding vehicles and equipment; or any equivalent combination of education and experience.

Special Requirements:

A valid Class B Commercial Driver's License required.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the materials, methods and techniques relative to road construction and maintenance. Working knowledge of the hazards and safety precautions

involved in the work performed. Working knowledge of tools needed for preventative and regular maintenance.

Ability: Ability to operate light motor equipment. Ability to follow detailed oral and written instructions given by supervisor. Ability to make minor repairs and adjustments to equipment operated. Ability to communicate effectively orally with supervisor and peers. Ability to follow proper methods, procedures and safety precautions.

Skill: Skill in operating above mentioned equipment.

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 essential functions. This position requires frequent moderate to heavy physical effort while performing duties.

Adapt to various physical situations. Stoops, kneels, crouches, and/or crawls. Regularly required to walk, stand, sit; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up tools, supplies and other common construction site objects weighing up to 100 pounds. Must be able to operate trucks for extended periods of time during snow emergencies. Vision and hearing at or correctable to normal ranges.

(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.)

Equal Employment Opportunity (EEO) Employer:

The Town of Carlisle provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Carlisle expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.