

**Town of Southamptton, Massachusetts
Final Job Description**

Position Title:	Temporary Laborer	Grade Level:	
Department	Highway	Date:	5/23/2024
Reports to:	Highway Superintendent	FLSA Status	Non-Exempt

Statement of Duties: The Laborer is responsible for the performance of skilled and unskilled labor and the operation of light equipment required for the maintenance and repair of the Town's roads and properties and ensuring for the safe and efficient operation of vehicles and machinery. The employee is required to perform all similar or related duties as directed by the department head.

Supervision Required: Under the direct supervision of the Highway Superintendent and general direction of the department Foremen, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Management and/or Foremen provide additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep his/her superiors aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The employee is not required to regularly supervise other department employees.

Confidentiality: In accordance with the State Public Record's Law, the employee does not have regular access to confidential information.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee constantly performs work outdoors on a variety of public works projects. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Work is continually performed outdoors, regardless of weather conditions. Employee is required to work beyond normal business hours at nights and/or on weekends in response to emergency situations on a 24/7, 365 days per year basis.

Highway Department
Laborer/Equipment Operator
5/23/2024

Town of Southamptton, Massachusetts
Final Job Description

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact is required. The employee has occasional contact with the public.

Accountability: The nature of work or the operation of large, complex or potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment, and danger to public safety and/or personal injury.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee from the improper exposure to extreme weather conditions or the operation of heavy equipment which could result in loss of time from work. Special written instructions, safety precautions, training, or protective gear is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Performs physical, manual labor using special equipment including hand tools to dig ditches and trenches, patch roadways, and perform public works related tasks around trees, wires, cars, personal property and fellow workers.

Attends training sessions to keep abreast of updates or changes in occupational safety requirements regarding the operation of department tools, vehicles and equipment.

Required to participate in the Town's snow and ice control program.

Assists with highway projects including but not limited to the building and repairing gravel, dirt and asphalt roads and streets, installing and repairing culverts, cleaning and repairing catch basins and drainage systems etc.

Rakes and disposes of rubbish and leaves. Disposes trash from Town facilities at the Transfer Station. Works with the Transfer Station Attendant on Saturdays when the Transfer Station is open.

Performs routine equipment maintenance and conducts light mechanical repair work as needed.

Additional tasks and responsibilities as assigned by Highway Superintendent.

Recommended Minimum Qualifications

Highway Department
Laborer/Equipment Operator
5/23/2024

Town of Southamptton, Massachusetts
Final Job Description

Education and Experience: Position requires a High School diploma or an apprentice equivalent level of trade knowledge; a minimum of one to three (1-3) years prior work experience in the operation of DPW related equipment and tools; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Class D Motor Vehicle Driver's License and ability to operate plow truck and/or sander required. Ability to obtain and maintain a valid DOT Medical Examiner's Certificate.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of the safe and effective operation and mechanics of light machinery, hand tools and public works department operations. Knowledge of the geography and street layout of the Town. Working knowledge of the occupational hazards and safety precautions of the trade.

Abilities: Ability to read and interpret construction project plans, pay careful attention to details, perform work under extreme weather conditions for long periods of time. Ability to interact effectively with all other utilities. Ability to recognize unsafe working conditions to ensure that appropriate safety precautions are taken to ensure employee safety and to follow oral and written instructions or directions. Ability to be self-motivated. Ability to operate a wide range of construction equipment including hand and pneumatic tools and power equipment. Ability to complete assigned work under adverse weather conditions and to work long, extended hours during unplanned emergencies such as snow storms or floods.

Skills: Basic motor skills required to effectively and safely operate department equipment, vehicles, and tools.

Physical and Mental 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 position's essential functions.

Physical Skills: Work requires agility, physical strength and stamina, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day and often under adverse weather or emergency conditions during all hours of the day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include using hand and power tools, operating department equipment/vehicles/tools.

Highway Department
Laborer/Equipment Operator
5/23/2024

Town of Southampton, Massachusetts
Final Job Description

Visual/Auditory Skills: The employee is occasionally required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

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.