

The Town of Merrimac is looking to hire a full time Highway Dept. Laborer 40 hrs. a week. The position will include occasional weekends and seasonal overtime. The pay is 20.00 per hr. A full description is available on the town web site.

Laborer Job Description

Position Purpose:

Manual work of a routine and unskilled nature of construction, maintenance or repair projects; semi-skilled manual work in operation automotive equipment; all other related work as required. "Examples of duties are located on last page"

Supervision:

Supervision Scope: Performs a variety of routine and repetitive tasks as a member of a crew on assigned location; functions are generally well defined and limited in scope but which may involve a choice of two or more alternative approaches to well described problems.

Supervision Received: Works under the general supervision of the Working Foreman or other Supervisor, referring all questionable cases and problems to supervisor.

Job Environment:

The majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Incumbent is subject to the hazards associated with construction sites. Work environment is very loud. On-call for emergencies and stand-by operations.

Regularly operates equipment such as, light duty trucks, sander, and snowplow and hand/power/pneumatic tools.

Interacts occasionally with other town departments, and the public. Communicates in person and involves and information exchange dialogue.

Errors may result in time loss and delay, cause damage to building and/or equipment. Result in serious personal injury and injury to others and have monetary repercussions.

Essential Functions:

(The essential functions or duties listed below as well as the last page 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.)

Performs manual labor for all public works projects including construction and repairing storm drains, streets, sidewalks, parking lots, and other special projects.

Assists in the maintenance of town parks and recreation as well as cemetery's areas, which may involve cutting grass, fixing fences, maintenance of ball fields, tennis courts and soccer fields; and preparation of fields.

Prepares recreation field by painting, striping and grooming the ball fields.

Operates lawn care and maintenance equipment as needed to cut grass at town facilities, all schools and parks.

Performs work in connection with the construction, reconstruction and maintenance of roads, bridges and drainage systems; such work may involve brush cutting/chipping, mowing, paving, pothole repair, sign installation, picking up roadside debris and repairing catch basins.

Operates vehicles providing roadway snow removal and sanding; may plow sidewalks, municipal parking lots and schoolyards.

Performs general labor duties, such as: paving/patching roadways and sidewalks; cleaning, repairing and installing drains, catch basins and culverts; assisting in, moving, transporting furniture; and setting up tables and chairs for special town functions.

Assists in other departments in support of operations and maintenance activities

Drives snow plowing equipment, hauling, shovels snow and salts roads.

Trims bush, mows, keeps sidewalks and roads clear, and may assist in burials in the cemetery.

Perform equipment operation and labor duties in accordance with applicable safety regulations.

Responds to after hour weather emergencies to operate snow plowing/ removal equipment and performs other related operations and general labor duties.

Performs similar or related duties as required, directed or as situation dictates **ON CALL ROTATION**

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduation; one to three years of related experience; or any equivalent combination of education and experience

Special Requirements:

Possession of Medical Card and Valid Drives License

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the materials, methods and techniques relative to public works project/programs. Knowledge of equipment operation.

Ability: 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 verbally with supervisor. Ability to follow proper methods, procedures and safety precautions. Ability to read and interpret blueprints.

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. The employee is required to perform heavy manual labor under varying weather conditions for long periods of times during all types of weather conditions. Employee is required to stand, walk, sit, and hear for extended periods. Employee is required to traverse uneven terrain. Frequently required use hands to finger, handle, or feel objects, tools or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required include close, distance, and peripheral vision and the ability to adjust focus. Incumbent must be able to hear normal sounds distinguish sound as voice patterns and verbally communicate. Frequently lifts more than 100 lbs. regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.

(This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

If changes are outside the scope of the duties of the Highway Department or Highway related. The Town of Merrimac understands that this could only happen after Impact Bargaining is completed.

- Valid Driver's License
- Valid medical card

- Road maintenance
- Sanding/ snowplowing and removal
- Repairing catch basins
- Brush cutting/ chipping
- Mowing
- Paving
- Pothole repair
- Sign installation
- Picking up road side debris
- Keeping shop and trucks clean
- Performing circle check of vehicles
- Reporting any defects to mechanic
- General maintenance to equipment, checking oil, grease etc.
- Will be in the on call rotation

APPLICATION FOR EMPLOYMENT

Town of Merrimac
4 School Street
Merrimac, MA 01860
978-346-8862



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
-------------------------	---------------------

How Did You Learn About Us?

<input type="checkbox"/> Advertisement Publication Name/Date _____	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Referral Employee Name _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
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Address	Number	Street	City	State	Zip Code
---------	--------	--------	------	-------	----------

Telephone Number(s)	Electronic Mail Address	Social Security Number
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Best time to contact you at home is: _____: _____ ☐ AM / ☐ PM

If you are under 18 years of age, can you provide required proof of eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date ____ / ____ / ____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If Yes, stated name, relationship and location _____

Are you currently employed? ☐ Yes ☐ No

May we contact you present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____ / ____ / ____ What is your desired salary range? _____

Are you available to work: ☐ Full Time

☐ Part Time (Please indicate ☐ Mornings ☐ Afternoon ☐ Evenings)

☐ Temporary (Please indicate dates available ____ / ____ thru ____ / ____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Applicants for positions which require daily use of company vehicles must provide a current Department of Motor Vehicles driving record upon application for employment. Bowers & Associates, Ltd. will reimburse the applicant for the associated cost. A copy of your valid drivers license must be attached for field survey positions.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				(attached copy of school transcript required)
Graduate/ Professional				(attached copy of school transcript required)
Other (Specify)				

WORK EXPERIENCE

Start with you present or lost job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer ¹	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/ Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra circular activities.

Describe any job-related training received in the United States Military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability or other product status.

ADDITIONAL INFORMATION

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (Skills/ Equipment Operated)

GENERAL / ADMINISTRATIVE

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Terminal | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> PC/ MAC | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Copier | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Facsimile | <input type="checkbox"/> Typing [WPM ____] |

ENGINEERING / SURVEYING

- | |
|---|
| <input type="checkbox"/> Plotter |
| <input type="checkbox"/> Total Station |
| <input type="checkbox"/> Level |
| <input type="checkbox"/> Data Collector |

OTHER (list)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ Yes ☐ No

PERSONAL/ PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed forty-five days. Any application wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

Please note that Applications for Employment received from potential employees via electronic mail must be authorized with an original signature during the interview process.

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