

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is accepting applications for the full-time position of **Highway Department Laborer**. This position has an hourly rate range between \$18.00 to \$21.00 per hour, DOQ. Min. qualifications include high school diploma or GED, Valid Mass. Driver's License experience in construction maintenance, landscaping, or related field. A full job description is available on the town website www.town.princeton.ma.us. Cover letter, resume, and application form to the Town Administrator by email at townadministrator@town.princeton.ma.us by 12:00 PM on Thurs., June 23, 2022 for full consideration. Position open until filled. The Town of Princeton is an Equal Opportunity Employer.

Position Title:	Laborer	Grade Level:	Level B
Department	Highway	Date:	June 2022
Reports to:	Highway Superintendent and General Foreman	FLSA Status	Non-Exempt

DEFINITION

Perform a variety driving duties, along with skilled and unskilled labor in support of the highway department

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. May perform the following:

- Perform snow removal activities such as plowing, shoveling, sanding
- Mowing and trimming
- Perform road construction duties
- Perform pothole repair duties
- Perform general maintenance duties of equipment
- Perform general maintenance and or carpentry duties of facilities
- Perform landscaping duties
- Perform a variety of related duties as required.

SUPERVISION RECEIVED

Under direct supervision, where clear, detailed and specific instructions govern the work or are explained. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions.

JUDGMENT

The work is well defined or has detailed rules, instructions and procedures. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

COMPLEXITY

The work consists of simple, routine or repetitive tasks and/or operations with few variations in well-known or established procedures

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers incidental to the purpose of the work and involve giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High School diploma or equivalent and one year experience in landscaping, construction,

maintenance or related field.

Required licenses: Valid Mass Driver's License

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge of the methods, materials and equipment used in road construction, streets and grounds and maintenance work.

Ability to operate and perform minor servicing on equipment. Ability to deal effectively with the general public. The ability to establish and maintain effective working relationships with other employees.

Good interpersonal skills. Manual and mechanical skills. Skills in troubleshooting machinery and equipment.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.