

Town of Sandisfield, MA
Department of Public Works
Full Time Employee (40 hours/week)

Job Duties:

- Perform various standard Dept. of Public Works (DPW) tasks using a wide variety of manual and power equipment, including but not limited to: pick-up truck, dump truck, backhoe, street sweeper, salt spreader, chipper, tamper, hand tools, etc.
- Operate snow plowing and street sweeping equipment on all streets within the Town according to established routes and procedures.
- Preventive maintenance on vehicles, equipment and tools, as required.
- Select materials and tools needed to perform work assignments and return all tools and equipment to the Town DPW building at the completion of the work shift.
- Ensure worksites and garage areas are safely secured at the completion of the work shift.
- Use portable radios to communicate with other highway department staff.
- Street sealing, crack repair, pothole repair and other street repairs.
- Repair curbing, storm sewers, sidewalks, catch basins and road surfaces.
- Fabricate, install, maintain and replace all signage utilized within the town for traffic, park and street identification.
- Maintenance to Town areas that will include, but not limited to mowing, trimming, cutting, trash removal, and snow removal on sidewalks.
- Basic care, trimming and maintenance of trees within the Town's responsibility and in accordance with the Tree Warden's requirements.
- Assist in the preparation and cleanup for special Town events, as required.
- Place and retrieve barricades, lane cones and other traffic directional devices for emergency and event control and assist in traffic control during those events.
- Train new employees in the operation of equipment, DPW procedures, Town requirements and safety practices.
- Keep the DPW Superintendent and designated others accurately informed concerning work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems.
- Identify and resolve reported issues and concerns in a timely manner and report corrective action to the DPW Superintendent.
- General maintenance to DPW facility that will include but not limited to painting, minor carpentry and general upkeep.
- Respond to after-hours calls for emergencies that involve the town, as required.
- In the absence of the DPW Superintendent, perform portions of that position, as assigned.
- Perform related, similar, or other logical miscellaneous duties as assigned by the DPW Superintendent, which may require ability to perform functions beyond those contained in this job description.

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General Responsibilities

- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and or property, as well as safety concerns to DPW Superintendent within same shift as the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers other Town officials, and the general public.

Requirements – Minimum Qualifications

- Possess a valid Class A Commercial Driver's License (CDL) or Class B Commercial Driver's License (CDL).
- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Knowledge and ability to operate equipment such as backhoe, chipper, street sweeper, snow plow, power tools, air compressor, chain saw and other miscellaneous equipment pertaining to job duties.
- Ability to perform heavy manual labor, including heavy lifting of up to 50 lbs.
- Physically able to work in all types of weather conditions.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.
- General knowledge and ability to follow all safety procedures and practices.
- Knowledgeable in a variety of semi-skilled and skilled maintenance tasks.

Working Conditions

- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in an outdoor environment.