

**NOTICE OF VACANCY**  
**October 6, 2020**

**POSITION:** Medium Equipment Operator  
**DEPARTMENT:** Public Works – Highway Division  
**SALARY:** W 8/1A – W 9/8 \$20.35 - \$24.79 hourly  
**HOURS:** Monday – Friday 7:00 am to 3:00 pm

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- Drives and Operates assigned motor equipment in accordance with all applicable regulations and safety practices;
- Performs work incidental to assigned task; performs laborer's duties when not performing operator duties.
- Responsible to ensure that all safety practices and measures, including but not limited to, work zone safety, confined space entry and excavation safety are adhered to and that personal protective clothing and equipment are utilized.
- Operates motor equipment in a professional and competent manner and with care taken to perform the work safely and efficiently.
- Performs highly and semi-skilled tasks involving, but not limited to; construction, repair and alteration of cement concrete sidewalks, granite curbing and edging and various other masonry structures, bituminous concrete sidewalks, aprons, parking areas, stormdrains and stormdrain structures, etc. The incumbent is responsible for carrying out various other assignments essential to the Highway Division and shall have a thorough knowledge of the principles and practices of highway related maintenance such as the forming and finishing of concrete and experience working with, installing and repairing bituminous concrete and the fabrication and maintenance of stormdrain structures.
- Due to the importance of emergency response during winter weather events, vacations are limited during this time.

**SUPERVISION RECEIVED:**

Works under the general direction of a Highway Supervisor, or their designee.

**SUPERVISION EXERCISED:**

May be intermittently responsible for the conduct of helpers as necessary.

**DUTIES AND RESPONSIBILITIES:**

- Operate equipment including, but not limited to; snow-fighters, compacting equipment, front end loaders, backhoes, sidewalk tractors, brush chippers, skid steer loaders, drain cleaners, or any other similar equipment.
- Performs daily vehicle condition inspections and reports as required by law or by Department policy.
- Maintains work area(s) in a clean and orderly manner.
- Performs laboring duties incidental to assigned duties. May be assigned as a laborer when not assigned to equipment operation.

- Constructs, fabricates, erects, alters, maintains and repairs asphalt sidewalks, streets and roadways, driveway aprons, stormdrains and related structures, and parking lots.
- Constructs, fabricates, erects, alters, and maintains highway structures including stormdrain infrastructure, and/or sidewalks of cement, tile, block, brick, using whatever methods, tools and procedures are necessary to complete the task in proper, safe and acceptable manner.
- Performs miscellaneous maintenance and repair tasks on municipal buildings and on city owned properties.
- Performs vegetation maintenance as required.
- Any other related duties that may be required
- Performs required Department of Public Works tasks such as snow plowing, snow removal, standby and emergency duties, and other essential functions as necessary.

## **QUALIFICATIONS, ENTRANCE REQUIREMENTS AND PHYSICAL DEMANDS:**

### **WORKING KNOWLEDGE OF THE FOLLOWING:**

- Principles and practices pertaining to correct and safe operation of equipment and assigned vehicles.
- Applicable State, Municipal, and Department rules and regulations pertaining to safe operation of assigned motor equipment.
- Rules and regulations relative to proper safety codes.

### **THE ABILITY TO:**

- Recognize conditions and equipment requiring maintenance and repair; perform these repairs as necessary.
- Operate equipment with a high degree of skill and efficiency.
- Exercise proper professional and technical judgment.
- Work alone without close supervision.
- Comply with all Federal, State, City and Department policies and provisions.
- Frequently lift, move push, pull and/or carry up to 45 lbs.
- Occasionally lift, move, push, pull and/or carry up to 100 lbs.
- Sit long periods on equipment while operating equipment.
- Balance, stoop, bend and crouch; reach and handle tools with both hands.
- Perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions.
- Work in difficult positions when necessary.
- Work scheduled and unscheduled overtime as may be required.
- Meet physical requirements necessary to perform duties.

### **ENTRANCE REQUIREMENTS:**

- Graduation from a standard high school, vocational school course or GED.
- Demonstrated experience or training in the profession.
- Considerable experience or training in the operation of all types of assigned motor equipment utilized by the City.
- Must possess a valid Commonwealth of Massachusetts Class B license with air brake and tanker endorsements and a good driving record.
- Possession of a 2B Massachusetts Department of Public Safety Hoisting Engineers License.
- Good physical condition as evidenced by a physical examination.

### **PERFORMANCE EVALUATION PROVISION:**

- Performance evaluations shall be performed annually by the Division Director or his/her designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvement.
- A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.

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