



BOARD OF SELECTMEN
TOWN OF NORTHFIELD

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Northfield

Highway Department-Seasonal Laborer
(Temporary Position)

The Town of Northfield is seeking a qualified individual(s) to serve as Seasonal Laborer(s) for the Highway Department. Duties include assisting with grass mowing, cutting and chipping brush, patching potholes and laying drains. Must be eighteen years of age or older and have a valid Massachusetts Driver's License. This is a temporary position at \$15.00/hour with no benefits. For an application and job description, contact the Town Secretary, Town Hall, 69 Main St., Northfield, MA 01360; 413-498-2901. Download from www.northfieldma.gov.
The position will remain open until filled. AA/EOE.

Town of Northfield, Massachusetts
Job Description

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|------------------------|----------------------------|---------------------|------------|
| Position Title: | Temporary Seasonal Laborer | Grade Level: | N/A |
| Department | Highway Department | Date: | 4/25/2016 |
| Reports to: | Highway Superintendent | FLSA Status | Non-Exempt |

Statement of Duties: The Temporary Seasonal Laborer is responsible for the performance of skilled manual work supporting the mowing, cutting and chipping brush, patching potholes, laying drains and other town infrastructure. The employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Highway Superintendent, clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

Supervisory Responsibility: The employee is not responsible for the regular supervision of other town employees.

Confidentiality: The employee does not have regular access to confidential information of the department in accordance with the State Public Records law.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, labor/material costs, jeopardize programs, personal injury, and/or danger to public safety.

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: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, extreme heat/cold temperatures, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee may be required to work beyond normal business hours in response to man-made or natural emergencies on a 24/7, 365 days per year basis.

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. Contacts with the public may occur on an occasional basis.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee

Temporary Seasonal Laborer
Adopted by Selectboard Dec. 16, 2014

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that could result in loss of time from work, permanent disability or loss of life. Examples of personal injury include severe muscular strains from working with heavy material or department equipment. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

Essential Functions:

Recommended Minimum Qualifications: Performs a variety of skilled and un-skilled manual work as assigned to repair and maintain municipal roadways, sidewalks, facilities and infrastructure. Duties include, but are not limited to: street sweeping, bulk item collection, mowing grass, line painting, snow plowing and sanding, patching roads, cleaning catch basins, preparing and maintaining sports fields, and removing debris. Performs manual labor incidental to the work of operating assigned equipment.

Operates a variety of light and heavy motor equipment, including but not limited to: dump trucks, sanders, snow plows, bulldozer, compactor, front-end loader, and backhoe. Services and maintains trucks and equipment.

Operates and maintains a variety of power and hand tools including but not limited to a jackhammer, chipper, and chainsaw.

Performs highway construction and maintenance projects including building, repairing, and patching streets and sidewalks, repairing and cleaning catch basins, repairing guard rails, building fences and signs; trims and mows grass, removes trees and shrubs, fabricates, installs and maintains road signs.

Participates in the department's snow and ice removal operations if necessary.

Maintains cemetery grounds by mowing grass, raking, and repairing stones.

Education and Experience:

Minimum of a High School Diploma or related work experience and a valid Massachusetts Drivers license

Knowledge, Abilities and Skill

Knowledge: Knowledge of the geography of the Town including street layout and infrastructure. Knowledge of road construction preferred but not required, repair and maintenance. Thorough knowledge of techniques, equipment, materials and tools used in maintenance operations.

Abilities: Ability to understand and follow written and oral directions; ability to complete assigned work including use of equipment in a safe and efficient manner. Ability to complete assigned work in a safe and efficient manner often under adverse weather conditions.

Skills: Proficient mechanical skill in the operation of hand and power tools and equipment required to perform position duties. Proficient oral communication skill.

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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 Demands: Work requires moderate intermittent physical strength and effort daily, such as lifting, pulling, pushing, standing or walking for the full work day. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions required.

Motor Skills: Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under adverse weather conditions which may require extreme accuracy to avoid damage to property or equipment. The manual skills required are comparable to those which might be needed to operate department equipment and Class B motor vehicles.

Visual Demands: Visual demands require the employee to rarely read documents and plans for general understanding. The employee is routinely 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.