



Job Title	Special Equipment Operator Buildings and Grounds
Department	Public Works - Buildings and Grounds
Employment Status	Full Time
Grade: Exempt/Nonexempt Status	Grade 6: Non-Exempt

Scope of Work

This position is responsible for performing skilled manual work in operating special equipment for construction, maintenance, and repair projects for the Buildings and Grounds Division. Work is distinguished by the ability to adhere to applicable safety procedures while operating a variety of light and heavy-duty equipment in public areas while referring administrative issues to supervisor.

Supervision

Received	Works under the general supervision of the Buildings and Grounds Supervisor.
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Operates specialized heavy equipment such as street sweepers, end-dump trucks, sanders, plows, excavators, basin cleaners, flare mowers and other public works vehicles.
- Operates electric and power tools, hand tools, and related tools and equipment.
- Performs manual work incidental to the work of operating assigned equipment.
- Performs manual labor and trench work using hand shovels and other hand tools.
- Services and maintains equipment and vehicles, including oil changes, lubrication, and washing, and notifies the supervisor of more extensive repairs that may be needed to maintain equipment in good working order.
- Maintains town fields, grounds, cemeteries, playgrounds, and roadsides, including, but not limited to mowing, loaming, seeding, grading, lining, and repairing.
- Removes trash and debris from town roadsides and grounds.
- Assists with tree work, including tree removal, trimming, stump grinding, pruning, and transplanting.
- Assists with public works projects, including installing and repairing culverts, painting and maintaining town buildings and property, construction clean-up, and landscaping projects associated with Town construction projects.
- Repairs and stains stadium bleachers, benches, and drain covers.
- May be assigned to plow snow, haul trash trailers, or assist with construction projects.

- Adheres to department guidelines for attendance and punctuality.
- Responds to callback requests to deal with public safety issues after normal working hours, such as snow plowing and sanding operations, water main repairs, heating, and electrical outages.
- Performs similar or related work as required, directed, or as the situation dictates.
- Arranges voting setup and breakdown, assists with moving offices, and manages the construction, installations, repairs, and maintenance of irrigation systems and commercially irrigated properties.
- Conducts the spraying of herbicides and pesticides and applies fertilizers.
- Prepares and lays out town and school fields for sporting and special events such as school graduation, musical shows, veteran's events, and town meetings and elections,
- Assists with field scheduling to ensure proper maintenance functions around the usage schedule.
- Performs building checks, roof shoveling, and assists Town electricians, carpenters, plumbers, and HVAC technicians as assigned.
- Works collaboratively with other Town employees to address and resolve concerns, provide assistance, and support the overall functions of the department.
- Communicates with citizens, in person or over the phone, to assist with general questions or to address concerns and complaints.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Demonstrates some level of independent judgment and discretion in carrying out job responsibilities and making position-related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all Town employees, residents, and visitors.
- Keeps up to date on industry trends and maintains the required training, licensure, and/or certification.
- Follows safe work practices and adheres to policies, procedures, and ordinances that have been adopted by the Town.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Completion of high school level of education or equivalent, including or supplemented by two (2) years of related manual labor experience; or any equivalent combination of training and experience that provides the following knowledge, ability, and skills:

Knowledge of	• Heavy and special equipment operation and mechanics. • Construction, maintenance, and repair activities. • Applicable occupational hazards and related safety protocols and practices. • Groundskeeping and landscaping methods and practices.
Ability to	• Follow verbal and written instructions including adherence to construction plans. • Obtain the license(s) required to perform essential functions. • Follow proper methods, procedures, and safety precautions. • Perform light/routine maintenance on vehicles and equipment.

	• Work independently with minimal supervision. • Establish and maintain effective working relationships with coworkers, other DPW employees, and the general public.
Skill in	• The use, care and operation of a variety of work-related equipment including, but not limited to, lawn mowing equipment, chain saws, stump cutters, and other ground maintenance equipment. • Verbal and written communications. • Troubleshooting and problem-solving job site issues. • Providing routine information to the public, contractors or others with a mutual interest in department assignments.

Necessary Special Requirements

- Possession of a valid Massachusetts Class B CDL driver's license.
- Possession of a valid Massachusetts Class 2B Hoisting license.
- Possession of a valid EHAP Certificate.
- Possession of a Pesticide license.

Physical Demands and Work Environment

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.

- Work is performed mostly outdoors during which time the employee is required to traverse uneven terrain and is subject to the hazards associated with working around heavy equipment and exposure to chemicals and other substances such as fumes, dust, and dirt. The work environment is very loud. Works near high-voltage electric wires and electric service wires in homes.
- While performing the duties of this job, the employee frequently is required to stand, walk, talk, sit, and hear for extended periods; reach with hands and arms, crawl and climb; perform work in inclement weather conditions or confined spaces; communicate with internal and external customers; handle, feel, or operate objects, manual or hand tools, heavy and light equipment, power tools, or controls.
- Specific vision and hearing must be at or within correctable to normal ranges.
- The employee must frequently transfer and/or move up to more than 100 pounds.