

# Town of Bowdoinham

## Job Description

**TITLE:** Public Works  
Driver/Operator/Laborer

**DEPARTMENT:** Public Works

**Work Schedule:** Full-time

**FLSA:** Non-Exempt

**Revised:** 9/13/19

**Approved Date:** 10/22/2019

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The Driver/Operator/Laborer position involves manual labor in the operation of light to heavy trucks and motorized equipment used for road construction and repair.

The employee is expected to be able to handle and operate all truck attachments and carry out assignments with relative ease. Employee participates in loading and unloading trucks. Duties include the performance of manual labor tasks in connection with operating of trucks and/or during completion of snow removal and other work projects. Work instructions may be received in detail for each job task or may follow an established routine. Work is subject to check while in progress and upon completion by the Foreman and/or Road Commissioner. This position entails public contact.

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**REPORTS TO:**  
Public Works Foreman  
Road Commissioner

**SUPERVISES:**  
None

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### **General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid Class A or B Commercial Driver's License with a clean and safe driving record.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

### **General Duties & Responsibilities:**

Driver/Operator/Laborer:

1. May operate other light to heavy duty equipment as needed.

2. Picks up debris such as blown down trees and branches, and discarded items.
3. Assists in repairing streets and drainage systems; placing, rolling/compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
4. Assists in the construction and placement of all Town floats and docks.
5. Installs signs and sign posts.
6. Maintains all department equipment, vehicles, facilities and building (inside and out) including restrooms.
7. Performs mowing operations at cemeteries, parks and town-owned facilities.
8. May perform specialized projects as assigned.
9. Participates in required training and certification courses related to job duties and responsibilities.
10. Operates light to heavy trucks and equipment in performance of snow removal operations, road construction and other departmental duties.
11. Other duties as may be assigned.

**Physical 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 essential functions.

- Moderate to heavy lifting.
- Ability to work in various positions, which requires bending, walking, standing, and sitting.
- Requires lying on back, kneeling, crawling, twisting, and squatting.
- Body movements require working with hands extended above and below head and from body and using hand tools.
- Must be able to lift and carry 50 pounds in standing and bending positions and carry while walking distances of 10 feet.
- Ability to work on ladders, catwalks, and supports.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Out of doors and maintenance/garage working conditions.
- Requires working in outside and inside environments with noise and all temperatures and climatic conditions and must be able to work under adverse weather conditions for extended periods of time.
- Requires using chemicals and cleaning solvents to maintain and repair equipment.
- Requires working extended hours at times

**Desired Minimum Requirements:**

Education and Experience:

Graduation from an accredited high school, supplemented by technical training and experience with road drainage construction projects, snow plowing and sanding operations, or any equivalent combination of experience and training related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. Working knowledge of materials, methods and techniques commonly used in street sidewalk, landscaping and drainage system construction and maintenance.
2. Working knowledge of the hazards and applicable safety precautions of various work conditions.
3. Working knowledge of the operation of construction equipment such as trucks, graders, loaders, compactors, excavators and bulldozers.
4. Ability to read engineering plans for road and road drainage construction and to follow prescribed lines and grades.
5. Ability to understand and follow complex oral and written directions.
6. Ability to establish and maintain harmonious relationships with employees and the public using tact and resourcefulness in meeting new problems.
7. Must be available (on call) 24 hours each day from October through May for winter maintenance duties.
8. Must be able to work outdoors in all weather conditions.

Necessary Special Requirements:

1. Must hold a valid Class A or B CDL with a clean and safe driving record.