



**TOWN OF HOLLISTON  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	LABORER	<b>DATE:</b>	6/17/2022
<b>DEPARTMENT:</b>	DEPARTMENT OF PUBLIC WORKS	<b>GRADE:</b>	L1
<b>REPORTS TO:</b>	DEPUTY DPW DIRECTOR	<b>FLSA:</b>	NON-EXEMPT

**POSITION PURPOSE:**

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, beaches, playgrounds, cemeteries, structures and facilities. Performs snow clearing and removal.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed.

Serves as a groundskeeper to monitor for parks, fields, beaches and green spaces.

Mows, waters and repairs fields and park areas; trims trees and shrubs; removes weeds as appropriate. Planting beds and installing mulch.

Clears vegetation and brush, storm damage and debris which may involve the use of chain saws, hand tools and related equipment.

Empty town and park refuse.

Assists in planting trees, shrubs and flowers; assists in installing turf.

Sets-up, lines, marks, prepares and maintains athletic fields and courts.

Maintains and repairs recreation structures and facilities; removes restroom trash.

Fields include grooming, adding and grading clay material as needed, repairing and prepping, and pitching mounds. Line marking, raking and marking.

Court maintenance includes installing tennis nets, volleyball nets, and wind screens.

Acts as a groundsman in tree work.

Plows, shovels and sweeps sidewalks, parking lots and roads.

Performs related cemetery work.



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Operates all department vehicles and equipment required to complete assignments. Is responsible for the care and maintenance of equipment; reports vehicle and equipment problems to a mechanic or foreman.

Sets-up work zones with appropriate signs and cones which are compliant with required safety guidelines.

Must work overtime during emergencies, storms and adverse weather conditions.

Not on-call but must be on-call for snow operations.

May fill-in as a Transfer Station attendant.

Performs other related duties as required.

### **SUPERVISION:**

Works under the direct and general supervision of a designated Foreman or the Deputy DPW Director.

### **WORK ENVIRONMENT:**

Work is performed in an outdoor environment. Majority of work is performed in a moderately noisy environment; work is subject to seasonal fluctuations. Generally required to work outdoors in a variety of weather conditions which may be adverse at times. Operates a variety of equipment which may include hand tools, power tools, light equipment, and light trucks.

Makes frequent contact with other Town personnel, contractors, residents and the general public. Contacts are primarily in person. Contacts with the public require considerable patience and courtesy and the ability to maintain confidentiality.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

**Education:** Must be 18 years of age or older and possess a high school diploma or GED equivalent.

**Experience:** At least 1-2 years of related experience in grounds-keeping work with familiarity in maintenance work or grounds-keeping practices. Basic knowledge of hand tools, power tools and maintenance equipment preferred.



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**Licenses/Certificates:** Must have a valid driver's license.

**SUBSTITUTIONS:**

None.

**ADDITIONAL REQUIREMENTS:**

Ability to pass Town of Holliston background process, a pre-employment medical screening and become CORI certified.

**KNOWLEDGE, ABILITY AND SKILL:**

Familiarity with basic public works, maintenance work or grounds-keeping practices. Basic knowledge of hand tools, power tools and maintenance equipment; skill and ability to safely operate and use all other equipment associated with the position. Ability to read, interpret and apply data, drawings and instructions for assigned work. Ability to read, understand and adhere to applicable rules, regulations, policies and procedures. Ability to work independently and cooperatively as a crew member. Ability to communicate effectively. Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions. Ability to follow safe work practices.

**PHYSICAL REQUIREMENTS:**

Employee is regularly required to walk, stand, sit, speak and hear; uses hands to handle, feel or operate objects, tools, or controls. Employee may be required to stoop, bend and lift or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

**NOTES:**

*The essential functions or duties listed herein are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. 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.*