

**TOWN OF HAMILTON**  
**DEPARTMENT OF PUBLIC WORKS**  
**Summer Help**  
**Job Posting**

The Town of Hamilton, MA is seeking applicants for 2019 seasonal employment positions with the Department of Public Works. Primary responsibilities will include a variety of public works seasonal tasks, including maintenance of the Town parks, cemetery, municipal buildings and grounds and other related duties. Employment will be for a consecutive 12 week period to begin mid-May 2019. Positions are 40 hours per week and compensation starts at \$12.00/hr. Interested candidates must be at least 18 years of age and have a valid Massachusetts driver's license. The successful candidate will be required to pass a pre-placement physical, background check, and drug screening as a condition of employment. Employees may be subject to random drug and alcohol screenings during the course of employment. Additional information and application, including a full position description may be found at the Hamilton Town Hall or [www.hamiltonma.gov](http://www.hamiltonma.gov). Interested candidates please complete an application and email it to [dsheehan@hamiltonma.gov](mailto:dsheehan@hamiltonma.gov)

March 3th, 2019

**TOWN OF HAMILTON  
DEPARTMENT OF PUBLIC WORKS  
Summer Help**

**JOB DESCRIPTION**

**General Statement of Duties:**

Depending on assignment, may perform a variety of routine, manual, custodial, or servicing tasks; operate non-CDL vehicles and light construction or maintenance equipment. Perform tasks in maintenance of Town streets, sidewalks, storm sewers, parks, park buildings, public restrooms, landscape and trees, minor carpentry and painting, irrigation and horticulture.

Examples of Duties Performed - Duties may include but are not limited to the following

May operate non-CDL vehicles and other light equipment; uses chainsaws, power and hand tools.

May perform custodial duties, such as sweeping, cleaning and sanitizing restrooms, litter pick-up, emptying trash cans, and other related manual tasks.

May assist in watering, weeding, mulching, staking, and pruning trees.

May perform grounds-keeping duties that includes the operation of landscape, turf, and irrigation tools and equipment.

May assist with a variety of task in natural areas, including waterway, or wetland maintenance and restoration work, trail work, and the removal of invasive vegetation.

May erect street and traffic signs; may maintain and paint pavement legends.

May place signs, cones, high-level warnings, and/or barricades for safe control of traffic.

May lay tile or pipe; may place and set manholes or standpipe.

Maintains daily work records.

May work in confined spaces.

May assist in the performance of carpentry, plumbing, and painting.

May assist in maintaining tools and minor equipment.

May perform customer service in providing information to the public.

Supports and respects diversity in the workplace.

Performs related duties as assigned.

**Qualifications:**

Some experience in general maintenance and/or parks maintenance desirable.

**Minimum Requirements**

Valid driver's license or ability to obtain by date of hire; must pass driving records check

Must be at least 18 years of age.

***All positions are subject to a pre-placement physical, criminal background check, and pre-employment physical that includes a drug screen.***

**Supplemental Information:****ESSENTIAL FUNCTIONS AND WORKING CONDITIONS:**

- Standing/walking: Constant standing, in combination with walking, mostly outdoors while performing general maintenance duties, up to 2-5 miles per day.
- Sitting: Seldom sitting, while riding in vehicle or working at ground level. Some assignments may require frequent-constant sitting while operating equipment.
- Lift/carry: Constant lifting 5-35 lbs.; debris, tools, equipment. Occasionally lifting, 50-90 lbs.; tools, equipment, materials. Seldom; lifting up to 100+ lbs manhole covers, grates and heavy materials using lift/drag technique. Carrying 5-50 lbs. usually short distances, up to 50 ft.
- Push/pull: Frequently, using both hands/arms in moving equipment, dragging hoses, or materials, using and operating hand/power tools & equipment, exerting a force of 10-75 lbs.
- Climbing: Occasionally-frequently; on ladders 3-40 ft., stairs, up/down steep sometimes slippery terrain, on/off vehicle depending on assigned tasks.
- Bending/twisting: Constantly-frequently; at waist/knees/neck while working in a variety of positions performing manual labor duties.
- Kneeling/crouching/crawling: Occasionally-Frequently, while performing repair and maintenance duties at ground/street level. May work in ditches, storm drains. Extensive kneeling while pouring/finishing concrete
- Hands/arms: Constant use of hands/arms reaching/grasping/fingering/power gripping/handling while performing labor tasks i.e., shoveling. Requires frequent working with arms extended using tools and occasional overhead reaching using tools.
- Sight: Constant use of sight abilities, including hand/eye coordination, peripheral & depth perception while operating tools and equipment.
- Speech/hearing: Constantly, in communicating with coworkers and maintaining safe work environment.
- Other physical demands: Working in extremely hot conditions using hot materials, 400 degrees F. while making road/asphalt repairs. Use of feet to exert force while shoveling, moving equipment or operating tools/equipment. Subject to vibration using tools: jackhammer, blowers, chainsaws, and gas-powered trimmers.
- Mental demands: Constant mental attention while using hand or power tools must be constantly observant while working in street right of way. Must be able to work at multiple tasks with frequent interruptions and complete all tasks in a timely manner.
- Location: Mostly outdoors in field environment with exposure to all typical weather conditions, including travel from site to site.
- Hazards: Exposure to sharp objects, burns from hot materials, pinch points, moving objects/vehicles in right of way, dust/noise/vibration, working at heights, biological hazards from sewers, grease/smoke/ material fumes/gasses, cramped quarters, inclement weather conditions, slippery surfaces, electrical shock, toxic/caustic chemicals and animal/insect bites.
- Equipment Used: Town vehicles, ladders, variety of hand/power tools, measuring and testing equipment, variety of specialized equipment associated with the construction and maintenance trades.
- Safety Equipment: Hard hat, safety glasses/goggles, steel-toed safety shoes, hearing protection, gloves, dust mask, rubber boots, seat belts and other PPE as required.