



Town of Jamestown

Public Works Department

93 Narragansett Ave ♦ Jamestown, RI 02835

Phone: (401) 423-7225

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TO: Potential Candidates
FROM: Public Works Department
SUBJECT: Highway Department Laborer
DATE: June 22, 2021

The Town of Jamestown is posting for up to (2) positions for Laborer in the Highway Department. This is a full time position including benefits.

<u>JOB TITLE</u>	Laborer
<u>RATE OF PAY</u>	\$26.65 per hour
<u>HOURS OF WORK</u>	40 hours per week 7:00 AM to 3:30 PM
<u>DAYS OF WORK:</u>	Monday-Friday, Overtime available
<u>WORK AREA</u>	Jamestown Highway Garage

There a 6-month probationary period after which the employee is covered by NAGE 69 bargaining unit for the public works employees.

Completed applications or letter of interest must be delivered to the Public Works Department office by the end of business on Wednesday July 7, 2021.

Michael C Gray
Public Works Director

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Laborer – Highway Department

NATURE OF WORK

This is unskilled and semi-skilled manual work in the performance of a variety of tasks pertaining to the maintenance and repair of town roads and related public works facilities.

An employee in this class is responsible for performing a wide variety of tasks requiring physical strength, stamina and manual dexterity. Work involves the driving and maintenance of trucks, the use of hand tools and the operation of small powered equipment. Supervision is received from a superior who assigns and inspects work in progress.

ILLUSTRATIVE EXAMPLES OF WORK

Digs trenches; digs out rocks; patches road surfaces; oils road surfaces; sweeps roadsides; clears brush;

Drives dump truck; hauls gravel, rocks, cement, cold patch, bricks, pipes and tools;

Makes road cuts; uses jackhammer, pick and shovel;

Lays pipes and assists water department in tapping; builds rough forms; mixes cement;

Plows snow; salts and sands roads;

Operates powered tools such as chainsaws and wood chipper; assists in other general maintenance work;

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to perform heavy manual labor for extended periods and under unfavorable weather conditions;

Ability to operate and maintain dump truck;

Ability to learn to operate power and hand tools used in highway maintenance activities, safely and efficiently;

Ability to understand and follow oral instructions.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Laborer – Highway Department

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The employee is required to use hands and fingers to: handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. This employee occasionally works in high or precarious places and is exposed to outside weather conditions to include frequent exposure to heat or cold, wet and/or humid conditions, frequently works in heavy traffic areas and is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Noise levels in the work environment is frequently loud. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 300 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be 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 to perform essential functions. Other duties may be required by the Public Works Director.

MINIMUM EDUCATION AND EXPERIENCE

High School diploma and some experience in highway and maintenance work with some experience in the operation of a dump truck and related construction equipment OR any equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENTS

Required Licenses or Certifications:

Possession of a valid State of Rhode Island driver's license. Ability to obtain a CDL driver's license Class B with air brakes within twelve months of start date.

Hoisting license within twelve months of start date.

Maintain all of the licenses as a condition of employment.