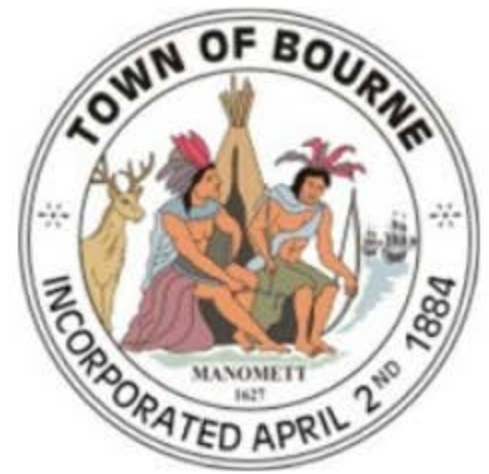


# We're Hiring!

**Come Join the Team!**



## DPW Laborer

Performs a variety of physical tasks:

- Trash & Recycling pick up
- Patching, Maintenance, & Repair of Town Streets
- Maintenance & Landscaping Grounds
- Snow Removal

**Starting at  
\$21.27  
per hour**

**Monday- Thursday 7-3:30; Friday 7-12**

**Overtime Available**

**Full Time, Benefited, Union Position**

**Paid Holidays & Paid Time Off**



Check out the Town's Website for more information & Job Application  
<https://www.townofbourne.com/town-info/pages/employment-opportunities>



## **TOWN OF BOURNE**

### **DPW – Laborer**

The Town of Bourne, an affirmative action, equal opportunity employer, has an opening for a full-time Laborer at the Department of Public Works. We are seeking a reliable and responsible individual to perform a variety of physical tasks and support the daily operations of the DPW. Work includes trash and recycling pick up, loading and unloading trucks, patching roadways, landscaping grounds, and assisting with the overall maintenance and repair of town streets, roadways, and grounds.

#### **Qualifications and Education**

A high school diploma or equivalent is required and some construction experience is preferred; or an equivalent combination of education and experience.

#### **Full/Part Time & Hours**

This is full time 37 hours per week position. Hours will be Monday – Thursday, 7AM-3:30PM and Friday 7AM-12PM

#### **Salary**

Starting at \$21.27/hour

#### **Salary Notes**

This is a benefited position with health, dental, vision, life, PTO will be accrued at a 37-hr/week rate, and a retirement pension.

#### **Closing Date**

The initial deadline for this position is Friday, April 26, 2024 and will remain open until filled

#### **How to Apply**

Please send a resume, cover letter and application form to [BourneHR@townofbourne.com](mailto:BourneHR@townofbourne.com).  
Link to application form and complete job description: <https://www.townofbourne.com/town-info/pages/employment-opportunities>

**Posted:** April 10, 2024



# TOWN OF BOURNE

## *Town Administrator*

24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3441  
www.townofbourne.com



MARLENE MCCOLLEM

PHONE: (508) 759-0600

## NOTICE OF JOB VACANCY

Department: DPW

Date: April 10, 2024

Position/Title: Laborer

Salary: Grade 1; hourly rate dependent on  
experience

Vacancy: X

New Position:

Perm/Temp: Permanent; Full Time; 37 hours

Application/Resume Deadline: Initial deadline April 26, 2024 by 4 pm to Human Resources –  
Application may be found on Town of Bourne website under “Employment.” Position will remain  
open until filled.

Classification: LIUNA DPW

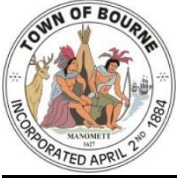
Position description attached.

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|             |    |                   |    |                              |
|-------------|----|-------------------|----|------------------------------|
| Advertised: | 1. | Town Buildings    | 2. | Town website – EMPLOYEE page |
|             | 3. | LIUNA DPW Steward | 4. | External Posting             |

**THE TOWN OF BOURNE IS AN EQUAL OPPORTUNITY EMPLOYER**





## TOWN OF BOURNE

|                                |                                  |                                |
|--------------------------------|----------------------------------|--------------------------------|
| <b>Job Description</b>         | <b>Title: DPW Laborer</b>        | <b>Union: LIUNA DPW</b>        |
| <b>Department: DPW</b>         | <b>Effective Date: 3/16/2013</b> | <b>Classification: 1</b>       |
| <b>Reports To: Crew Leader</b> | <b>Revised Date:</b>             | <b>FLSA Status: Non-Exempt</b> |

### **Statement of Duties**

Position is responsible for performing a variety of physical tasks to support the daily operations of the Public Works Department. Work includes loading and unloading trucks, patching roadways, landscaping grounds, removing trash and recyclables, and assisting in the overall maintenance and repair of town streets, roadways, and grounds.

### **Supervision**

Work is performed under the direct supervision of the crew leader. Clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

### **Job Environment**

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case. The work consists of simple, routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

Errors could result in delay or loss of service, damage to vehicle and equipment, injury to self or others.

The position has occasional contact with the public and other town departments to give or receive information and assistance regarding work.

### **Essential Duties**

*The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.*

1. Safely and efficiently performs assigned work, including: garbage and recycling removal, snow removal, tree trimming, roadwork, and landscaping.

2. Assists in the maintenance and repair of streets, grounds, and roadways by mowing lawns, shoveling snow, and leaf removal, cleaning catch basins, repairing pot holes, trimming tree branches, and installing lights.
3. Maintains town equipment, grounds, and facilities by painting, cleaning, shoveling, raking, planting, mulching and performing duties as assigned.
4. Lifts, moves, and carries and lays supplies and materials for construction projects.

### **Recommended Minimum Qualifications:**

#### **Physical and Mental Requirements:**

Employee works outdoors on loud construction sites, and is required to sit, reach, and use hands up to 2/3<sup>rd</sup> of the time; stand, walk, talk/listen, climb, balance, stoop, kneel, crouch or crawl up to 1/3<sup>rd</sup> of the time. Employee occasionally lifts up to or more than 100 lbs., Normal vision is required for the position. Equipment used/operated includes: pneumatic tools, power tools, and hand tools. Employee is exposed to outdoor weather conditions, fumes, and moving mechanical parts more than 2/3<sup>rd</sup> of the time; high places, confined spaces, toxic or caustic chemicals, risk of electric shock, and work with explosives up to 1/3<sup>rd</sup> of the time.

#### **Education and Experience:**

Must have a High School diploma or equivalent, and some construction experience preferred; or an equivalent combination of education and experience.

#### **Licenses and certifications required:**

Must have a valid Massachusetts Driver's License.

#### **Knowledge, Skill and Ability:**

*Knowledge:* Public works operations, safety precautions and procedures used in the operation of tools and equipment used.

*Skill:* Written and oral communication, operation of computers, tools, and equipment, organization and planning skills, explaining and enforcing regulations to customers and operation of construction equipment.

*Ability:* Follow written and oral instructions, clearly and effectively communicate with others and provide information and assistance to the public. Work on a variety of maintenance and repair projects. Ability to work independently and prioritize tasks, ability to work effectively under time constraints, and strong desire and ability to provide excellent customer service to the public.

*(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.)*