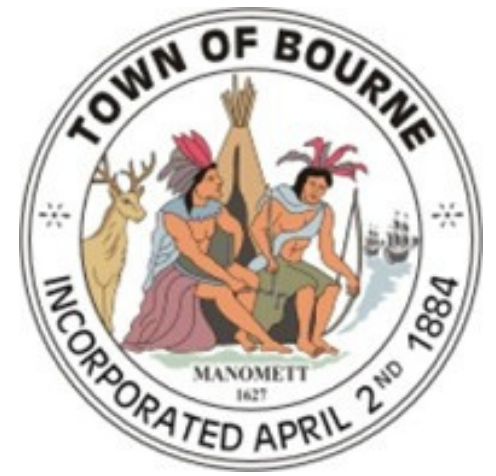


# We're Hiring!

## Come Join the Team!



## Laborer - ISWM

ISWM Laborer performs a variety of tasks:

- Maintains the recycling area and swap shop
- Supports the landfill
- Staffs the Gatehouse



**Starting at  
\$21.27  
per hour**

**Wednesday - Sunday schedule**

**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

## *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: ISWM

Date: April 10, 2024

Position/Title: Laborer

Salary: Grade 1; hourly rate dependent on  
experience

Vacancy: X

New Position:

Perm/Temp: Permanent; Full Time; 40 hrs

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 ISWM

Position description attached.

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

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



## **TOWN OF BOURNE**

### **ISWM - Laborer**

The Town of Bourne, an affirmative action, equal opportunity employer, has an opening for a full-time Laborer at the Integrated Solid Waste Management (ISWM) Facility. We are seeking a reliable and responsible Laborer to support the landfill such as manning the gatehouse, maintaining the recycling area and swap shop, enforcing policies and regulations and other duties as assigned.

#### **Qualifications and Education**

Must have a current driver's license and a high school degree (or equivalent). Public works experience preferred; or an equivalent combination of education and experience.

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

Full time position (40 hours/week.) Wednesday – Sunday.

#### **Salary**

Starting at \$21.27/hour

#### **Salary Notes**

This is a benefitted position with dental, health, PTO and retirement.

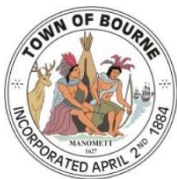
#### **Closing Date**

Initial deadline April 26, 2024. The position 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: [Employment Opportunities | bournema \(townofbourne.com\)](#)

**Posted:** April 10, 2024



## TOWN OF BOURNE

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<b>Job Description</b>	<b>Title: ISWM Laborer</b>	<b>Union: LIUNA ISWM</b>
<b>Department: ISWM</b>	<b>Effective Date: 3/25/2013</b>	<b>Classification: 1</b>
<b>Reports To: Crew Chief</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 Integrated Solid Waste Management Department. Work includes working at gatehouse, maintaining recycling area and swap shop, explaining and enforcing policies and regulations, and assisting in the overall operation and maintenance of the solid waste facility.

### **Supervision**

Work is performed under the direct supervision of the Crew Chief. 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, tools, equipment, 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 physical work, as assigned, to assist in the overall operation of the recycling area and solid waste facility.
2. Works at gatehouse to greet visitors, checks for dump/recycling stickers, maintains activity log, explains policies and procedures, and monitors items for disposal or recycling
3. Breaks down grills and propane tanks, sweeps and cleans roadways and disposal areas.
4. Cleans and organizes swap shop.
5. Sorts' recyclables directs visitors to the appropriate location for disposal of recyclables.
6. Maintains town equipment, grounds, and facilities by painting, cleaning, shoveling, raking, planting, mulching and performing duties as assigned.
7. Lifts, moves, and carries and lays supplies and materials as necessary.

**Recommended Minimum Qualifications:**

**Physical and Mental Requirements:**

Employee works outdoors on loud construction sites, and is required to stand, walk, talk/listen, reach, use hands, climb, balance, stoop, kneel, crouch or crawl up to 2/3<sup>rd</sup> of the time. Employee occasionally lifts up to 60 lbs., and seldom lifts up to or more than 100 lbs. without the help of an equipment operator. Normal vision is required for the position. Equipment used/operated includes: power tools, hand tools, scales, and computers. 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:**

High School diploma or equivalent, some public works or landfill 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:* Solid waste facility and recycling 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.

*Ability:* Follow written and oral instructions, clearly and effectively communicate with others and provide information and assistance to the public. 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.)*