

## OFFICE OF HUMAN RESOURCES

### TOWN OF NORWELL

93 Longwater Circle, Norwell, MA 02061

TEL: 781-659-8060 Email: [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net)

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#### **TOWN OF NORWELL PUBLIC POSTING** **LABORER/DRIVER – Highway Department (40.0 Hours/week)**

**TO APPLY:** Please submit a resume and/or a Town of Norwell employment application (download from <https://townofnorwell.net> under Human Resources department) to [bchilds@townofnorwell.net](mailto:bchilds@townofnorwell.net) in PDF format. status in accordance with the current AFSCME 93 Local 1700 contract. Resumes/applications will be accepted on a rolling basis. Open until filled.

#### **OVERVIEW**

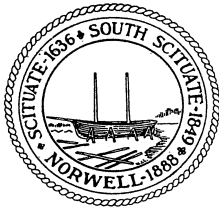
This AFSCME 93, Local 1700 union position performs routine and repetitive manual labor which requires limited judgement with little choice of action. Duties may include the performance of semi-skilled or semi-specialized work that may be learned on the job. Employees make few contacts beyond immediate associates. Continuous physical effort demanded through lifting, bending, climbing, carrying and standing under working conditions that are unpleasant at times due to adverse conditions, hazards of highway traffic, pungent odors, and stress from working long hours.

#### **ESSENTIAL FUNCTIONS**

- Digging ditches, trenches, graves and other excavations; assist in the installation of streets, sidewalks, curbing; cleans sewers and catch basins; lays hot top; breaks concrete; spreads and shovels sand, salt, gravel, asphalt, and other materials.
- Performs a variety of routine and repetitive tasks, with work checked during progress and upon completion for satisfactory performance.
- Make occasional public contacts of an incidental nature or in giving directions.
- May infrequently lend direction or assign tasks to other employees.
- Continuous and strenuous physical effort demanded in operating equipment, standing, and lifting or carrying equipment, tools, and materials; performs duties under varying weather conditions.
- Operates trucks, power sweepers, tractors, power rollers, compressors, snow blowers and loaders, sewer cleaning and catch basin cleaning units or other public works equipment requiring a Class B CDL license.
- Performs manual work in digging and in back filling excavations; handles heavy materials on construction, maintenance and repair of sewers.
- Shovels snow and removes ice and snow from walkways, steps, drives and pavement; operate equipment in snow plowing and removal and sanding and/or salting streets, sidewalks, parking lots and other public areas.
- Loads leaves, and other waste from street and parking lots.
- Cleans and maintains streets, walks, equipment.
- Operates hand and power tools, shovels, and other small equipment.
- May operate trucks, power sweepers, tractors, power rollers, compressors, snow blowers, and loaders, sewer cleaning and catch basing cleaning units or other public works equipment.
- May maintain Highway Department equipment including minor repairs, greasing, welding and changing snowplow blades and working on V body sanders.
- May be required to load trucks with sand and patching materials, or other materials from the barn yard.
- Performs other related duties as required.

#### **EDUCATION AND EXPERIENCE**

- High School diploma or GED equivalent required and three or more years general labor experience.
- Any equivalent combination of education and work experience may be considered.



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**SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION**

- Possess a valid Massachusetts Class B CDL Driver's License with proof of safe driving history within six (6) months; must maintain a current license as a condition of continued employment.
- A Hoisting Engineer License (2A) when hired or within one year of hire as a condition of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Familiar with and ability to perform all work required of a municipal Highway Laborer/Driver.
- Continuous and strenuous physical effort demanded in operating equipment, standing, and lifting or carrying equipment, tools, materials while performing duties under varying weather conditions.

**REQUIRED LICENCES**

Employees are required to have a **CDL Class B license** OR receive the CDL license within 6 months of hire (or a later date approved by the Highway/Tree Director if employee is enrolled in a CDL course). A Hoisting 2A license is required within 1 year of hire.

**FY'25 RATES SHOWN – FY 26 Rates are currently being negotiated between the Town and AFSME 93, Local 1700 union. Once the contract is ratified by the Town & Union, new FY'26 rates will apply retro to July 1, 2025 and all hires will receive their applicable new rates.**

**FY'25 Laborer/Driver with No CDL\***

Starting Pay	6 months	12 months	2 Years	4 Years	5 Years	10Years
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$24.10	\$24.71	\$25.32	\$26.33	\$27.39	\$28.49	\$29.62

**FY'25 Laborer/Driver with CDL\***

Starting Pay	6 months	12 months	2 Years	4 Years	5 Years	10Years
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$25.68	\$26.33	\$26.99	\$28.06	\$29.18	\$30.35	\$31.56

**COLA:** Hourly rates are also increased annually by any negotiated Cost of Living percent each July 1<sup>st</sup>.

**CDL Training Program Attendees:** *There is an opportunity for students who are enrolled in a CDL B program to work flexible part-time hours for the Town while attending CDL school*

**Standby Pay:** \$40/weekday; \$50 weekends/holidays

**Additional Annual stipends** up to \$2,000/year for current licenses (Hoisting, Hydraulic, 4e and 4g, Pesticide)

**Uniform Allowance:** \$800/annual

**Paid Time Off:** Annual vacation (10 days), Personal Days (3.0), Sick Days (15 per year + carryover)

**Benefits:** *Employer sponsored Health (BCBS New England) & Life Insurance, Voluntary Dental, Vision, Life, Disability, Flexible Spending Accounts (Health & Dependent), & other optional benefits available to all employees.*

**Retirement Pension Plan:** *Eligible to contribute to Plymouth County Retirement Association, a public retirement system under MA G.L. 32.*