



Town of Danvers Position Description

Title: Senior Craftsman	Classification: Union
Department: DPW Grounds Division	Grade: 8
Reports to: Supervisor of Grounds/Forestry	FLSA Status: FLSA Exempt
Effective Date: 9/24/2019	Union Status: AFSCME Unit A

GENERAL SUMMARY:

Under the general supervision of the Supervisor of the Grounds/Forestry Division the Senior Craftsman performs a wide variety of tasks operating specialized equipment and tools. Assignments may be given verbally or be of a continuing nature and be accompanied by sketches and/or written instruction. An employee is expected to devise his own methods for accomplishing assigned work. Work may be inspected during progress or upon completion for workmanship, compliance with instructions and specifications.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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.)

- Constructs or rebuild playground and athletic field equipment.
- Applies fertilizer, herbicide, insecticide and fungicide to tree and park areas. Prepare areas for re-seeding and renovation.
- Prunes trees and shrubs.
- Drives trucks while hauling material and equipment.
- Locates field dimensions for layout and preparation of football, soccer, baseball, softball, field hockey and other athletic fields for recreational and inter-scholastic activities.
- Operates paint spraying equipment to mark athletic fields.
- Operates gangmower, tractors and other related grounds maintenance equipment in the construction, maintenance and layout of recreational areas.
- Performs repair work to park facilities and equipment.
- Formulates and calibrate spray solutions and operate power sprayer. Perform and record preventative maintenance program for power equipment and vehicles.
- Operates plow truck on assigned route during snow and ice operations which includes automatic sanding equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

- High School or trade school Diploma required; Associate's or Bachelor's Degree also desirable.
- Two to three years of related construction and maintenance experience.
- Requires possession of a Commercial Driver's License (CDL), including general knowledge and air brake endorsements, or ability to obtain CDL within one (1) year of hire.
- Ability to obtain Massachusetts State Pesticide Applicator's License.

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Considerable knowledge of the practices, methods, materials and tools of the trade. Considerable knowledge of the occupational hazards and safety precautions of the work. Knowledge of grounds maintenance, repair and construction of athletic fields, park grounds, playgrounds, schools and other municipal properties.

Ability: Ability to work from specifications, drawings and oral and written instructions. Ability to operate personal computers and software is desirable. Work may involve standing or walking up to 100 percent of working time.

Skills: Skills in the use and care of tools, equipment and materials of the related trades. Sufficient physical strength and agility to perform work.

SUPERVISION

Received: Works under the general supervision of the Supervisor of the Grounds/Forestry Division and in accordance with the applicable Town rules and regulations and provisions of the Massachusetts General Laws.

Exercised: None

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Regularly works in outside varying weather conditions. Works near moving mechanical parts, in confined spaces and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibrations.
- The noise level in the work environment is usually moderate to loud in the field.
- Regularly operates computer, standard office equipment, hand and power tools, trucks and equipment.
- Has contact with the public, other town departments and contractors. Contact types are by email, telephone, in person or in writing.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is occasionally required to smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. Must be able to communicate written and verbally.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

Jan Brewer
Human Resources Director

9.26.19
Date

Andy Spector 9/26/19
Union Representative Date

Received by:

Employee

Date

Human Resources

Date