

Carrie Ribeiro, SPHR  
Director, Human Resources



**Town of Ludlow**  
488 Chapin St., Ludlow, MA 01056  
(413) 583-5600, x1239  
[HRJobs@ludlow.ma.us](mailto:HRJobs@ludlow.ma.us)

**\*\* EXTERNAL JOB POSTING \*\***

Title:	Laborer, Full Time	Classification:	40 Hrs/Wk, Union, Benefited
Department:	Department of Public Works	Grade: PW1	Salary: \$19.6560-\$21.7570; Eff. 7.1.22
Reports to:	Operations Supervisor	Effective Date:	July 7, 2022

**GENERAL SUMMARY**

A Laborer is required to perform various manual labor and to operate power equipment in order to complete duties and assignments of a simple nature, which can be of an independent nature and/or of a support role to all divisions of the DPW. This is a full-time, Tuesday through Saturday, 40-hours per week position. At times, hours may be irregular and include nights and weekends when necessary for construction and/or emergency operations.

**KEY RESPONSIBILITIES**

*The following description of job responsibilities and duties identify the most significant duties and skills of the position and does not exclude other work assignments not mentioned which would conform to the qualification standards for the position.*

- Manual labor for the maintenance of DPW garage and out-buildings including sweeping, office janitorial tasks, trash collection in the office and yard, general maintenance and upkeep tasks of DPW grounds. Also, perform manual labor during snowstorms and other declared emergencies or events.
- Operation of small power equipment such as weed trimmers, lawn mower, snow blower, and non-motorized hand tools and equipment such as shovel, rakes, brooms, etc.
- Complete work assignments independently at the Transfer Station (check for residents permits /stickers, direct vehicles to appropriate dumpsites, monitor trash delivered to the Station for disposal and/or reject non-acceptable items).
- Perform radio dispatcher functions over two-way radio to relay information or messages to DPW vehicles or field locations.
- Maintain work areas in a clean and orderly condition; perform equipment safety checks; report malfunctioning or unsafe conditions of equipment to appropriate personnel or supervisor.
- Adhere to all safety rules, procedures and use proper safety equipment or devices during work assignments in addition to obeying all local and state vehicle operation laws and regulations while operating Town vehicles.
- Public Works employees are federally designated as First Responders; and therefore, have the responsibility to maintain and repair damaged infra-structure and keep the public safe and secure during emergency situations.
- Perform other similar duties as assigned or directed by the supervisor or designee.

**MINIMUM QUALIFICATIONS**

Qualified applicants must have a high school diploma or equivalent and experience, and/or one-year equivalent training preferred; a valid Massachusetts Driver's License and must be able to work Tuesday through Saturday. Applicant must also possess: excellent verbal and written communication skills; ability to work independently and as a member of a crew; quick decision-making skills while performing work in emergency situations; ability to interact positively and effectively with coworkers, supervisors, Town officials, employees, and the general public; and ability to present oneself in a professional manner as a representative of the Town and the DPW. Regular and punctual attendance is a requirement of the position. Candidate is subject to passing a CORI, pre-employment physical and drug test; and if hired, random drug testing.

**SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow Employment Application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) via email to [HRJobs@ludlow.ma.us](mailto:HRJobs@ludlow.ma.us). **No application submissions will be accepted if incomplete.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.