



Joseph C. Sullivan, Mayor

**Human Resources Department**

**Karen M. Shanley**  
Human Resources Director  
781-794-8264  
[kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

**Melissa DeResendes**  
Human Resources Generalist  
781-794-8262  
[mderesendes@braintreema.gov](mailto:mderesendes@braintreema.gov)

**Kathleen G. Holmquest**  
Benefits Coordinator  
781-794-8263  
[kholmquest@braintreema.gov](mailto:kholmquest@braintreema.gov)

**JOB POSTING**

**JOB TITLE:** GATE KEEPER/COMPOST SITE

**LOCATION:** DPW – Highway

**UNION:** A.F.S.C.M.E.

**DATE AVAILABLE:** October 17, 2011

**SALARY:** W3 - \$763.60 - \$815.20 Weekly

**QUALIFICATIONS:**

High School Graduate with two year's qualifying experience in the operation of light and/or heavy automotive equipment; or any equivalent combination of education and experience. Must possess a valid Class B Driver's license with air brake endorsement and have a good driving record.

**RESPONSIBILTIES:**

Please see attached job description for complete details.

-----  
**POSTING DATES:** September 27, 2011 – October 7, 2011

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

Date Approved: 9/16/11  
Grade: W-3  
Union: AFSCME

## GATE KEEPER/COMPOST SITE

### NATURE OF WORK/DEFINITION:

Responsible manual work in the oversight and operation of the area; related work as required.

### SUPERVISION:

Works under general direction.

### JOB ENVIRONMENT:

Work requires constant heavy physical effort and is performed under varying weather conditions.

Work is generally performed outdoors and involves constant exposure to unpleasant conditions, including unavoidable exposure to variable weather.

Makes contact with the general public and with town employees.

Errors could result in damage to property and possibly public safety of others. Some independent judgment is used in the operation of assigned equipment; errors could be costly in terms of equipment breakdown.

Work week from April 1<sup>st</sup> to December 31<sup>st</sup> Wednesday through Sunday. January through March reports to Highway Department.

### 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. Duties are not necessarily in order of importance or frequency of performance.)*

#### **Gatekeepers are responsible for opening and closing the area.**

- Assists residents and patrons in the use of the facility, checks vehicles entering the area for authorization stickers.
- Operates heavy motor equipment in the performance of assigned tasks.
- Operates large dump trucks or heavy trucks with special bodies, truck-mounted winches, cranes and booms, sweeper, large compressor, road roller, gang mower and any equipment assigned to perform tasks/large area ruff mowers over 100”.

- Operates automotive units spreading sand and/or chemicals to alleviate icy road conditions and to plow and/or remove snow.
- Performs labor incidental to the work of operating assigned equipment or performs duties of laborer, or motor equipment operators as required.
- May service and follow prescribed preventive maintenance procedures on assigned equipment.
- Regular and predictable attendance.
- Check permits of parties bringing materials to the facilities.
- Monitor

Scale House Gatekeepers inspect vehicles to assure that they are authorized.

### **Recommended Minimum Qualifications**

High School Graduate with two year's qualifying experience in the operation of light and/or heavy automotive equipment; or any equivalent combination of education and experience. Must possess a valid Class B Driver's license with air brake endorsement and have a good driving record.

### **EDUCATION AND EXPERIENCE:**

Ability to read, write and follow directions.

### **KNOWLEDGE, SKILLS AND ABILITY:**

- Considerable knowledge of the mechanics and operation of heavy automotive equipment.
- Skills in operating heavy construction and maintenance equipment.
- Ability to carry out oral instructions and to work independently.
- Ability to deal with the public effectively and tactfully.
- Ability to communicate with the public and interpret pertinent regulations tactfully and impartially, excellent customer service skills.

**When landfill facility is not in operation, report to the Highway Department**

**PHYSICAL REQUIREMENTS:**

Moderate to strenuous physical effort is required to perform duties. The employee is frequently required to stand, walk, speak and hear. The employee is occasionally required to lift or move objects weighing more than 60 pounds. Vision requirements include the ability to conduct visual inspections of facilities, read documents and plans, operate a motor vehicle, and use tools and equipment. Required to walk and stand for long periods of time during work shift. Ability to move around all areas of disposal and recycling facility, ability to speak and communicate with residents, ability to lift, push or pull up to 60 pounds.

**SPECIAL REQUIREMENTS**

Valid Driver's license, Class B Commercial Driver's License (CDL).