



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

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EMPLOYEE JOB POSTING

Title: Motor Equipment Operator (MEO)/Laborer
Department: Public Works
Pay Grade: Grade 5 (\$16.19 - \$17.31)
Union: Firemen and Oilers, Chapter 3, Local 615

Summary Statement of Duties and Responsibilities: Perform manual tasks associated with cleaning and maintenance of buildings and grounds. Must be able to lift heavy objects and operate power equipment. Experience with small engines a plus.

Duties

Performs routine cleaning and maintenance operations; dusts, sweeps, scrubs, mops, polishes furniture, floors and metal work; washes woodwork, walls, windows and floors; gathers and disposes of refuse; cleans and maintains toilets; removes snow and ice from walks; moves furniture; cuts grass. Perform any and all other custodial related duties in any department as assigned. Additionally, perform a variety of unskilled labor duties of which the following are typical examples; digging holes, trenches, and other excavations; shoveling materials and leveling areas; cleaning out sewers and catch basins; loading and unloading supplies; moving furniture; cleaning litter and debris from streets, runways, parking lots; assisting in placing and holding heavy items in place; mowing grass using hand powered equipment; trimming shrubs and lower parts of trees along sidewalks and highways; removing snow and ice using manual or small powered equipment; spreading sand on icy areas; performing laboring duties for skilled craftsman but not as a Helper or Apprentice nor for the purpose of learning the trade. Use standard hand tools, i.e., shovels, picks, axes, saws, heavy wrenches and small power tools. Other related duties as assigned.

Qualifications

One year full-time paid experience in custodial and general grounds maintenance work and education equivalent to graduation of high school, or any recent training such as academic



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courses and certification programs which are relevant to this job classification. A Commonwealth of Massachusetts Driver's License is required. Commercial Driver's License a plus.

Posting Date: November 22, 2017

Deadline Date: Until Filled

Appointing Authority: _____

A handwritten signature in blue ink, appearing to read "Daniel Rivera", written over a horizontal line.

Daniel Rivera, Mayor

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL DEPARTMENT. A FULL
JOB DESCRIPTION IS AVAILABLE.**

The City of Lawrence is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.