

## **Job descriptions are listed in numerical order.**

### **2805B Electrician Helper**

See general definition of Helper.

#### **Helper**

Performs laboring duties in direct support of a journeyman in a particular trade or craft. Journeyman Helpers are *not* apprentices working toward journeyman status in a particular trade. Examples of the duties performed by a helper are the following:

supplies journeyman with tools and materials during the course of a job; holds wood, metal or other materials in place while journeyman works on them; moves tools, equipment, materials and other supplies to and from the worksite; mixes, stirs, compounds and prepares paint, cement, mortar, lime and sand mix; cleans, polishes, sharpens, makes minor adjustments or otherwise restores to good operating condition tools of the trade; cleans up work area and stores materials and supplies when completed.

### **2806A Lineman**

Performs skilled manual and electrical work in the erection, installation, repair, and maintenance of electric lines for light, heat, and power, including poles, cables, and auxiliary equipment. Work includes climbing poles, nailing, connecting insulators, transformers, or other equipment to poles or buildings; strings electrical wires and cables to poles and buildings; performs tests of circuits. May also perform related duties such as installing light fixtures or electric meters.

### **2806B Apprentice Lineman**

Performs electrical line work and manual labor duties in learning the lineman trade. Performs pole climbing, handling live wires, installing hardware, digging holes, and other manual duties related to electrical line work.

**2808A Electric Station Equipment Repairman**

Installs, maintains, repairs, tests and adjusts electrical equipment and machinery for the purpose of generating electrical power; installs and wires motors, switchgears, controls, relays, transformers, circuit breakers and indicating meters; tests and maintains storage batteries and charging equipment; locates and clears short circuits; makes electrical tests as to load, power factor, voltage; tags and closes power lines. Performs periodic inspection and maintenance as well as emergency repairs and related duties such as maintaining logs, starting or stopping generators, and other equipment and circuits. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

**2843A Electric Meter Repairman**

Performs skilled work in the testing, overhaul, and repair of all types of electric meters; maintains voltmeters, ammeters, watt-hour meters, power factor meters and other electrical measuring devices; examines and operates meters to check accuracy and locate irregularities; disassembles, cleans and adjusts electric meters; repairs or replaces broken or worn parts. Performs other manual work necessary in repairing electric meters. May also perform work in the installation of meters as a secondary function. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

Combined with 3302A (Gas Meter Repairman). Requires 2 years in each position.

**2854A Electrical Appliance Repairman**

Maintains and repairs electrically-powered appliances such as vacuum cleaners, drills, mowers, lamps, heaters, stoves, refrigerators, fans and other miscellaneous electrical appliances and instruments; tests, locates malfunctions, disassembles and repairs and/or replaces faulty parts and wiring. May also perform related duties such as ordering and inventorying necessary parts and materials.

Combined with 4208B (Gas Service Repairman). Requires 2 years in each position.

**3302A Gas Meter Repairman**

Performs skilled manual work in the testing, repair, and calibration of all types of gas meters; repairs positive displacement, rotary, orifice, or other type gas meters. Disassembles, cleans, inspects, and tests gas meters to detect leaks and verify accuracy of registration; tests, repairs, and maintains gas service regulators. Performs other work related to gas meter repair. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

**3302B Senior Gas Meter Repairman**

Performs all duties described for Gas Meter Repairman as well as duties requiring a higher degree of skill such as testing, maintenance, repair, and installation of gas service telemetering devices, and the performance of administrative duties such as posting meter sets and listing periodic meter changes.

3302A (Gas Meter Repairman) is combined with 2843A (Electric Meter Repairman).

**3502A Laborer**

Performs 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 or 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 craftsmen but not as a Helper or Apprentice nor for the purpose of learning the trade. Uses standard hand tools, i.e., shovels, picks, axes, saws, heavy wrenches and small power tools.

**4208B Gas Service Repairman**

Installs, repairs, adjusts and replaces gas appliances of all types such as gas ranges, water heaters, furnaces, dryers, incinerators, refrigerators, and other gas appliances; detects and repairs leaks on appliances and piping; performs piping and connecting of appliances; installs and removes gas meters; performs emergency maintenance on gas appliances and piping. Performs other manual work related to installation of gas appliances. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

Combined with 2854A (Electrical Appliance Repairman. Requires 2 years in each.

**4208C Gas Distribution Maintenance Man**

Performs work in the maintenance of equipment, fixtures and piping utilized in the control and distribution of gas; maintains equipment such as valves, regulators, gas holders and other equipment used in the distribution of gas.

**4243D Water System Maintenance Man**

Performs skilled manual work in the construction, operation and maintenance of either water and/or sewer systems including work on reservoirs, water gates, sewers, side sewers, drains, mains and connectors; lays and connects service pipes with street mains and meters; lays and connects sewer pipes; locates and repairs water or sewer leaks; installs fire hydrants; operates water gates; turns on water for new service; inspects work of laborers and maintenance men to see that it conforms with specifications and blueprints; installs, repairs and tests water meters on a part-time basis; operates related motor equipment. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers and maintenance men.

**4752A Building Maintenance Craftsman**

Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring journeyman skill in at least two of the following areas: carpentry, painting, plumbing, plastering, and other trades. Performs such duties as repairing and painting roofs, doors, locks, furniture, cabinets, shelves, stairs, and sinks. Performs some electrical work not requiring a licensed electrician such as replacing cords, fuses, and light fixtures. Maintains and repairs motors, fans, and furnaces. Replaces pipe and performs other plumbing maintenance or replacement duties. May spend a small portion of his time working on the grounds cutting grass, trimming shrubs, and doing other grounds maintenance duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

**4752B Building Maintenance Man**

Performs miscellaneous maintenance and repair tasks on municipal buildings and property requiring a variety of skills of less than journeyman level in carpentry, painting, plumbing, plastering, welding, sheet metal work, and other skilled trades. Performs other miscellaneous work such as repairing window screens, keeps grounds in order. Performs other manual duties such as receiving and storing supplies.

**5005A Park Maintenance Craftsman**

Performs miscellaneous manual tasks requiring the highest degree of skill in the maintenance and care of recreation areas, athletic fields, parks and playgrounds; performs journeyman level carpentry and masonry duties; performs grounds maintenance duties: plants, seeds, rakes, fertilizes and grades, cuts, waters and trims fields and park areas; performs skilled mechanical repair of power mowers, tractors, and other equipment; constructs and repairs chain link fences, benches, grandstands, playground apparatus such as see-saws, slides, and swings. Performs other general duties such as painting, flooding skating areas, trimming trees and bushes, setting up and lining athletic fields, operating motor equipment in connection with such duties and other related manual duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

**5005B Park Maintenance Man**

Performs miscellaneous skilled and unskilled manual duties in the maintenance and care of recreation areas, athletic fields, parks and playground equipment; lines playing fields; floods grounds for skating; plants trees, shrubs, and flowers; replaces grass, repairs fences, water fountains, drainage systems, swings, slides, and other playground equipment; does painting and other maintenance work. Performs other related unskilled labor duties such as cleaning debris and shoveling snow. May also operate motor equipment in connection with such duties.

**5327A Power Plant Equipment Repairman**

Maintains, tests, repairs, overhauls, and modifies power station mechanical equipment or similar equipment such as turbines, pumps, compressors, engines, valves, and auxiliary equipment or other power plant machinery; replaces parts of equipment; adjusts equipment and performs periodic maintenance. May also operate machine tools and power tools necessary in repair work, and performs related manual duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborers, helpers, and maintenance men.

**5449B Pumping Station Attendant**

Cleans pumps and sediment screens; polishes railings and fittings; assists operator in the operation or repair of plant equipment as directed; cleans interior of building; mows grass and shovels snow; performs painting and other minor maintenance duties.

**5703A Motor Equipment Operator**

Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of 3 tons or under; passenger automobiles; sidewalk plows and sweepers; small tractors, bulldozers and rollers. Loads and unloads trucks; picks up and hauls materials; transports personnel; plows and sands sidewalks; greases, oils, and cleans motor equipment; changes the tires and performs minor maintenance. May perform manual labor tasks when not working as a Motor Equipment Operator.

Combined with 5703B (Heavy Motor Equipment Operator).

**5703B Heavy Motor Equipment Operator**

Operates trucks with a rated capacity of more than 3 tons and up through 9 tons, large tractors, and equipment such as road sweepers, snow loaders, leaf loaders, snow fighters, sidewalk rollers, and road flushers. Loads and unloads trucks; picks up and hauls material; plows and sands highways; greases, oils, and cleans equipment; changes tires; performs minor maintenance. May occasionally operate equipment normally operated by a Motor Equipment Operator or perform manual labor duties.

**5703C Special Motor Equipment Operator**

Operates any piece of motor driven equipment including trucks with a rated capacity of over 9 tons, tractors, semi-trailers, truck-trailer combinations, and special equipment such as road rollers, rotary snow plows, mobile highway graders, mobile bituminous spreaders, and tar distributors. Operation of equipment in this class usually requires a Class 1 license from the Registry of Motor Vehicles. Positions in this class also operate hoisting equipment where a special license from the Massachusetts Department of Public Safety is required and when the operation of this equipment is not a primary duty. Greases, oils, cleans, and performs other minor preventive maintenance on equipment including some servicing on the job for certain special equipment. May occasionally operate motor equipment of a lower level of difficulty.

Combined with 5703B (Heavy Motor Equipment Operator).

**5710A Hoisting Equipment Operator**

Operates hoisting equipment such as backhoes, cranes, power shovels, trench diggers, pile drivers, front end loaders, and catch basin machines where the equipment meets the above definition and where a special license from the Massachusetts Department of Public Safety is required. Changes tires and batteries; services and makes minor adjustments to equipment. May perform manual labor tasks or the duties of a Motor Equipment Operator for a minor portion of time.

**5806A Motor Equipment Maintenance Man**

Performs servicing of motor equipment, minor repairs, and miscellaneous related labor duties; adjusts brakes, replaces fan belts, hose connections and light bulbs; inspects, tests, charges, fills, and replaces batteries; flushes and fills radiators;

**5841A Motor Equipment Repairman**

Performs skilled repair and maintenance of motor equipment; inspects and troubleshoots gasoline and diesel internal combustion engine-powered vehicles and other engine-powered equipment; does tune-ups; repairs electrical systems; adjusts brakes and clutches; adjusts or replaces carburetors; does front-end work such as wheel alignment; removes and replaces clutches and transmissions; removes and disassembles diesel and gasoline engines; replaces faulty or work parts; grinds valves; performs engine overhauls; performs auto body work and related welding and metal working duties. May also perform preventive maintenance tasks such as lubrication and replacing oil filters and other similar duties. Incidentally may supervise a small crew of workers at a lower skill level such as laborer, helpers, and maintenance men.

**7404A Cook**

Performs large scale quantity cooking in a school, hospital, or other institution. Plans food preparation and cooking schedules based on menu requirements. Performs or supervises a variety of cooking tasks. Prepares and cooks meats, vegetables, fish, salads, desserts, soups, sauces, and gravies, using a variety of preparation and cooking methods. May also perform some baking duties and other related duties such as trimming meat. Supervises assigned kitchen personnel in routine food preparation, food service, and cleaning tasks. Supervises and participates in duties of less skilled nature related to cooking. May also keep records and requisition supplies.

**7404C Senior Cook**

Performs duties described for Cook; supervises a group of cooks; performs other duties such as scheduling and inspecting work.

**7408A Cafeteria Helper**

Performs a variety of standardized tasks in cleaning food service equipment, utensils, and areas in hospitals and schools; picks up, cleans, and puts away pots, pans, and other heavy kitchen equipment and utensils that are washed by hand; scrapes and loads smaller pots and pans, dishes, silverware, glassware, and cooking utensils in dishwasher, removes, dries and puts them away; mops, scrubs, and cleans all floors, windows, tables, serving, and eating areas, ovens, steam tables, and other kitchen and cafeteria equipment; assists in receiving, checking, and stocking deliveries of food and supplies. This individual may spend a small portion of his time preparing simple foods but spends most of his time cleaning the food service area, equipment, and utensils. A Cafeteria Helper may be assigned duties of delivering food trucks and retrieving the empty dishes and eating utensils.