



# TOWN OF CHILMARK, MASSACHUSETTS

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## M E M O

To: Chilmark Board of Selectmen  
From: Human Resources Board of Chilmark  
Date: August 8, 2013  
Re: Recommended Grade for Highway Laborer Position

Honorable Selectmen:

At a regularly posted meeting, on July 25, 2013, the Human Resources Board of Chilmark (HRBC) voted to recommend the grade of 4 for the Highway Laborer Position. Please see attached Highway Laborer Position Description.

On behalf of the Human Resources Board,

Jennifer Christy,  
Administrative Asst.,

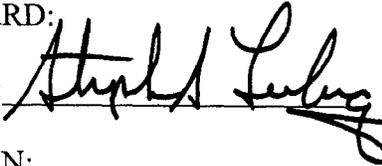
Human Resources Board of Chilmark

Town of Chilmark - Job Description – Revised December 2010

- I. POSITION TITLE: **Highway Laborer**
- II. SUPERVISOR: Superintendant of Streets
- III. GENERAL DESCRIPTION OF DUTIES: Cleaning and Maintaining town roadsides at the direction of the Superintendant of Streets.
- IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
  - Ability to work outside on your feet entire shift
  - Ability to work with little supervision
  - Pre-employment physical examination
- V. POSITION GRADE LEVEL : Grade: 4 Hours per year: 20/wk seasonal

APPROVED BY THE PERSONNEL BOARD:

Date: ~~7/25/2013~~  
8/17/2013

Chair: 

REVIEWED BY BOARD OF SELECTMEN:

Date: \_\_\_\_\_ Chair: \_\_\_\_\_

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