

***JOB DESCRIPTION***  
**Highway Maintenance Worker**

**TOWN OF CRAFTSBURY**

**HIGHWAY MAINTENANCE WORKER**

**FLSA Status:** Non-exempt

Full-time  Part-time

**Reports To:** *Selectboard*

**Work Hours:**

In general, the regular work week hours are \_\_\_\_\_7a.m. to \_\_\_\_\_3:30p.m. Monday through Friday in the winter. In the summer, the work week is 6am to 4:30pm Monday through Thursday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions, certain summer projects, or emergency situations will require additional hours that are likely to exceed normal workday hours and include work on Saturdays and Sundays, especially in winter.

**OBJECTIVE/PURPOSE**

Under the general direction of the Road Foreman with ultimate responsibility to the Selectboard, this position advances the safe and effective functioning of the municipality's highway and maintenance operations through skilled, safety-focused and efficient labor in municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

**DUTIES AND RESPONSIBILITIES**

- Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW), including plowing, spreading sand and salt, as well as compacting and grading gravel roads, to facilitate safe travel conditions.
- Performs timely and effective repair of all municipal roads, ROW, and drainage systems, including ditches and the cleaning, repair and replacement of culverts.
- Installs and changes grader and snowplow blades and wings on trucks as necessary with another crew member.
- Performs timely and effective maintenance of ROW along roads including mowing, trimming, brush/branch/tree removal, and clears the roads of trees and limbs from storm damage, etc.
- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Identifies and communicates in a timely manner to Road Foreman all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Effectively gathers and prepares tools and/or equipment (including workzone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Maintains neat and orderly storage and work space.

- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements on a daily basis including: timesheets, work logs, and vehicle logs.
- Participates in all safety training offered/sponsored by VTrans and VLCT.
- Wears all required personal protective equipment (PPE); knows and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must safely and skillfully operate municipal trucks while seated for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of and strictly adheres to safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of and strictly adheres to safe excavation and trenching practices.
- Must ably anticipate, recognize, communicate about, and respond to maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety, supervision, and other appropriate training.
- Must willingly receive and apply constructive feedback.

## **EXPERIENCE, EDUCATION, AND TRAINING**

- At least one year experience driving dump trucks as well as one year experience operating heavy equipment is required.
- Snow plowing experience, willing to train.
- High school diploma or equivalent required or two years of relevant experience required.
- Valid driver's license and clean driving record are required.
- Valid Commercial Drivers License (CDL) Level A or B required.
- OSHA 10-hour or 30-hour certification desired.
- VLCT Flagging Certification

## **TOOLS/TECHNOLOGY**

- Must safely operate machinery and equipment including but not limited to: plow truck dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.
- Must safely use hand tools and power tools such as jack hammer and chain saw.
- Demonstrate computer literacy that includes: email, data entry, online training, or willingness to learn.

## **PHYSICAL AND MENTAL DEMANDS**

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 100 pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual labor and vice versa.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.
- Must be able to stand and work over uneven or slippery terrain is required;
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

## **WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods;
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

## **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Craftsbury is an Equal Employment Opportunity employer.

## **SIGNATURES**

### **Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Supervisor Approval**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### **Selectboard Approval**

\_\_\_\_\_  
Selectboard Chair Signature

\_\_\_\_\_  
Date