

## Town of Readsboro, Vermont Job Description

<b>Title:</b>	Highway Employee
<b>Department:</b>	Department of Public Works
<b>FLSA Status:</b>	Full Time - Nonexempt
<b>Pay Range:</b>	As determined by the Readsboro Board of Selectmen
<b>Direct Supervisor:</b>	DPW Superintendent
<b>Indirect Supervisor:</b>	Board of Selectmen's or their authorized representative
<b>Adopted:</b>	August 1, 2012

### **Job Summary:**

This position requires skilled work of a responsible, mature individual with emphasis on the ability to work independently. Employee shall exhibit sound judgment and be capable of reacting to any non-routine situation in a manner that initiates prompt corrective action independently without continual on-site supervision.

Employee performs skilled duties in construction and maintenance as part of the DPW department and highway crew on town roads, as well as all Water/Waste water facilities and highway facilities and equipment.

The employee operates a variety of equipment, including (but not limited to): heavy equipment used for construction and maintenance of town roads, such as a grader, loader, backhoe and dozer.

He/she shall be able to fully operate town trucks (with or without snow plows) and perform physical labor.

The employee will act as security, checking for any equipment and/or system malfunctions, clogging or jamming of machinery by effluents or foreign matter, or situations caused by climatic conditions. He/she makes general repairs using common hand tools, as well as, clean and maintain facility ground and walks.

Duties shall be performed under varying weather conditions. May be required to work nights and/or weekends. Performs other duties as assigned

### **Major Duties:**

1. Employee performs necessary day-to-day housekeeping duties to ensure the facility is clean at all times.
2. Assist in documenting and record keeping of all operations and maintenance tasks.
3. Ensure all Material Safety Data Sheets (MSDS) comply with OSHA standards.
4. Ensure all Fire Safety equipment is properly located and inspected.

5. Knowledge of highway maintenance practices and road repair techniques in all weather conditions;
6. Operates one or more varieties of graders in smoothing dirt road surfaces, shaping road for proper crown and drainage, breaking old pavement and smoothing down gravel to finish grade, Chain-saw safety and operations, heavy trucks and sweeper as necessary, shovel for sand loading and dozer or grader for grading, excavating and snow removal.
7. In winter, uses heavy equipment to plow, load, and remove snow and for sanding and salting operations.
8. Uses front end loader or backhoe or grader for digging and backfilling work on construction or maintenance projects and for drainage system digging. Assures safe balance of equipment, particularly on uneven ground and high banks, and assures that underground water mains and utilities are not harmed.
9. Performs manual road maintenance work as necessary, such as cleaning brush, digging culverts, blacktopping operations, hand raking and seeding etc.
10. Knowledge of paving and paving materials and practices, drainage and culvert construction.
11. Knowledge of safe gravel pit practices.
12. Ability to perform routine service and maintenance of Town Highway Department equipment.
13. Ability to deal with the general public in a positive and civil manner.
14. Ability to communicate well, and to work well with others.
15. Employee will respond to calls for assistance from Public Works Superintendent on 24-hour basis, as requested.
16. Employee will remain familiar and comply with all relevant Federal/State laws and regulations
17. Adhere to the terms and conditions within the Towns Personnel Policy
18. Employee will report any and all accidents or injuries to the Public Works Superintendent or the Town Office as soon as possible and within 24 hours of the event. Accidents or injuries will be reported on forms provided by the town. (see Department of Labor – Workers’ Compensation Form 1)
19. Employee may be required to perform duties other than those listed in job summary, as necessary, at the direction of the Public Works Superintendent or the Selectboard or their authorized representative agent

**Minor Duties:**

1. Employee is responsible for monitoring stock items required to perform his or her duties and to notify his/her supervisor when it is necessary to replenish the inventory.
2. Employee shall respond to incoming communication, i.e. telephone, radio, personal contact, and when necessary take and/or relay messages to the appropriate personnel and maintain the emergency log.

**Evaluation:**

A DPW Employee Worker's performance will be evaluated at least annually by the respective Supervisor. Performance in accordance with the Town of Readsboro's Personnel Policy and Procedures is required and along with this Job Description will be the standard against which performance will be evaluated.

**Requirements of Work:**

Employee will have the ability to use basic mathematic and writing skills.

Employee will have the ability to move up to 100 pounds. Employee must be physically capable of bending and kneeling to perform repair and/or service in cramped locations.

Employee will have the ability to use multiple forms of vision, including close, distance, peripheral, night vision and depth perception.

Employee will have the ability to recognize maintenance and repair problems which could require significant maintenance if deferred.

Employee may be required to work overtime.

Employee must be able to accept constructive criticism and will have the ability to work effectively as part of a team. Employee must have the ability to carry out written or oral directives or instructions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

There will be a 90 day probationary period. (Please see the Town of Readsboro's Personnel Policy for details)

Salary and benefit package to be set by the Selectboard annually and based on satisfactory job performance.

**Minimum Qualifications:**

High School Diploma or equivalent. Prefer an Associates of Science Degree in a relevant field of study.

Employee shall possess and maintain a valid Motor Vehicle Operators License, and possess, or be eligible within six (6) months of employment to possess, and maintain, a Commercial Driver's License (CDL) sufficient to operate town equipment.

Any combination of experience or specialized training demonstrating ability to operate town owned (heavy) equipment safely and efficiently.

Knowledge of highway construction procedures and methods. Certification as heavy equipment operator preferred.

Mechanical skills a plus.

### **Physical Requirements / Work Environment**

This is a physically demanding, outdoor job requiring the use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms to operate equipment, and the ability to stand, talk and hear. The employee is often required to walk; sit for long periods of time; climb or balance; stoop, kneel, crouch or crawl and smell. While performing the duties of this job, the employee regularly works in inclement weather conditions. The employee frequently works near moving mechanical parts and is often exposed to wet and/or humid conditions, vibration and noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Abilities:**

Employee shall exhibit sound judgment and be capable of reacting to any non-routine situation in a manner that initiates prompt corrective action. Employee will be continually be knowledgeable and adhere to all Federal and State safety rules and regulation. Employee shall possess the ability to deal with the public in a tactful manner that will continually identify him or her as an asset to the Town of Readsboro. Employee must also be able to work as a member of a team and maintain and promote harmonious work relationships.

## Addendum A: Annual Personnel Acknowledgement

I, \_\_\_\_\_, acknowledge that:  
(print name)

- A. I received a copy of the Town's job description for DPW Employee: Highway Department on \_\_\_\_\_;
- B. I have been given an opportunity to ask questions about said job description and I have been provided with satisfactory information in response to my questions;
- C. I understand that the language used in this job description is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that the Town reserves the right to add, amend or discontinue any of the provisions of this description for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that I understand the Town's job description and I agree that I will comply with all of its provisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

cc: Employee Personnel File