

## **TOWN OF READSBORO OPEN POSITION**

The Town of Readsboro is seeking candidates for the position of **Highway Employee**.

This position has a salary range from \$40,000- \$55,000 depending on the applicant's level of experience. This position is offered a full benefit package as well as enrollment in Vermont Municipal Employee Retirement fund.

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.

### **Minimum Qualifications:**

High School Diploma or equivalent.

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.

All Employees are subject to pre-employment drug and alcohol screening, as well as random screening per Vermont AOT regulations.

Anyone interested in applying can pick up an employment application and job description at the Readsboro Town Office and return to the Town Office, or mail to the Administrative Assistant at Town of Readsboro, PO Box 187, Readsboro VT 05350, or by email to: [admin@readsborovt.org](mailto:admin@readsborovt.org). The employment application and job description are available on the Town website, [www.readsborovt.org](http://www.readsborovt.org), under the RFP/BID/Vacancies tab.

Applications are due by Wednesday, October 6, 2025 by 3:00pm