

# HIGHWAY DEPARTMENT ROAD CREW

## *Town of Whitingham*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Department: Highway  
FLSA Status: Non-Exempt  
Full Time  
Reports to: Road Commissioner

### **OBJECTIVE / PURPOSE:**

The Highway Department Road Crew performs manual work of a routine nature and operates heavy trucks/equipment under the direction of the Road Commissioner.

### **DUTIES AND RESPONSIBILITIES:**

- Repairing and maintaining all paved and gravel town highways.
- Plowing, sanding and salting paved and gravel town highways, and related maintenance.
- Performing specific and varied public works projects as directed by the Road Commissioner.
- Performing a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs, flagging and general street maintenance and construction.
- On a regular basis, reporting to the Road Commissioner of items which need attention, i.e. trash/debris along roadside, signs in disrepair, missing, etc., low hanging trees/brush, etc.
- Performing minor maintenance and repair of town equipment.
- Attending Vermont Local Roads seminars.
- Exercising caution and following established safety rules at all times, and be respectful of Town property and equipment.
- Tracking time spent on assignments, providing Road Commissioner with clarity of time invested in specific tasks.
- As needed, preparing written reports for Road Commissioner relative to the maintenance of equipment, project and/or inventory records, and other areas.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to receive constructive criticism

- Ability to respond to the public with courtesy and professionalism. The Highway Road Crew shall be courteous and respectful toward members of the public at all times, and show respect for residents' concerns as well as their private property.
- Ability to recognize maintenance and repair problems which could cause major costs later if not repaired.
- Ability to respond on a 24-hour basis when contacted.
- Physical strength and agility sufficient to perform strenuous laboring tasks under various conditions (ex. the ability to carry and change grader blades, and snowplow blades weighing up to 120 lbs.). Must be able to stand on feet for extended periods of time (8 hours), must be able to lift at least 50 lbs. repeatedly for extended periods of time (8 hours).
- Must be available to work overtime hours, including late evenings and weekends when needed.
- On call availability 24/7, November 1<sup>st</sup> through May 1<sup>st</sup> or during emergencies.
- Must have valid driver's license and current CDL.
- Must be able to work as part of a team to accomplish tasks in a timely and efficient manner as required by the Road Commissioner.
- Must be able to establish and maintain effective working relationships with co-workers, other departments, sub-contractors and the public.
- Knowledge in the proper care and use of various power tools and equipment.
- Awareness of occupational hazards, hazardous materials, and safety precautions associated with highway maintenance and repair projects, building construction and repair, equipment maintenance and repairs and knowledge of acceptable relevant work zone safety practices.
- High School Diploma and applicable trades training and/or experience.

### **TOOL / TECHNOLOGY:**

- Must be able to safely operate machinery and equipment including but not limited to plow truck and wing, dump truck, loader, grader, excavator, tractor, roadside mower, and chain saws.
- Must be able to safely maintain such equipment.

### **PHYSICAL AND MENTAL DEMANDS:**

- Must be able to work long hours on a regular basis.
- Must be able to easily lift in excess of 50 pounds repeatedly.
- Requires dexterity to safely operate manual and power tools.
- Must remain alert and in a stationary, upright posture for prolonged periods of time to safely drive a municipal vehicle, including in darkness and challenging weather conditions.
- Requires frequent bending and stooping; work on uneven ground
- Requires use of both feet for repetitive movements such as operating foot controls

- Requires use of both hands for repetitive movements such as grasping of hand controls, handles, tools, etc.
- May require squatting, crawling, climbing stairs/ladders, reaching above shoulder level, crouching, kneeling and balancing

**WORK ENVIRONMENT / CONDITIONS:**

- Duties are primarily outdoors and require the ability to endure exposure to extreme weather conditions for long periods of time that last 8-12 hours per day.
- Duties entail intrinsic exposure to roadside danger.
- Frequent night and early morning work required throughout snow and/or other weather events throughout the year.
- Exposure to moving equipment and machinery
- Exposure to dust, fumes, gases and heights.

**TERMS OF EMPLOYMENT:**

1. All employees of the Highway Department are subject to random testing in compliance with the State of Vermont Drug and Alcohol Screening Policy.
2. Full-time, hourly position.
3. All Highway Department personnel wear a uniform provided by the Town.
4. Benefits include medical insurance, life insurance, retirement; paid holidays, vacation, sick leave and personal leave time. For complete information regarding benefits please inquire with the bookkeeper/payroll clerk.
5. The wages for this position is commensurate with experience and set by the Selectboard, in concert with the Road Commissioner.
6. The Town of Whitingham is an Equal Employment Opportunity employer.

**DISCLAIMERS:**

- The above information is intended to describe the general nature of this position and should not 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 neither an employment contract nor a promise of work for any specific length of time.

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

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

\_\_\_\_\_  
**Date**