

Town of Rutland Highway Department

Highway Maintenance Worker Job Description

I - Official Title

Full time Road Crew Member

II - Job Definition

This position is to serve as a working crew person of the Town of Rutland Highway Department, carrying out a variety of highway and town maintenance related tasks. This position requires experience in highway maintenance and repair, mechanical ability, record keeping and communication skills. The position is full time, 40 hours per week, and requires a flexible schedule which may include nights, weekends, and holidays as well as overtime. The Highway crew member works under the direct supervision of the Road Commissioner but is ultimately subject to the hiring, firing, discipline and commendation by the Selectboard.

III - Job Expectations

- Exercise caution and always follow established safety rules and be respectful of Town property and equipment
- Participate in the Town's drug and alcohol random testing program
- Be always courteous and respectful toward members of the public and show respect for residents' concerns as well as their private property
- Can operate Town vehicles and heavy equipment as required by the Road Commissioner.
- Repair and maintain all paved and gravel town highways as directed by the Road Commissioner
- Plow, sand and salt paved and gravel town highways and related maintenance
- Load, unload, and safely deliver and receive highway related materials and Town-related cargo
- Haul materials and equipment to and from job sites
- Perform specific public works projects directed by the Road Commissioner
- Perform a variety of manual tasks such as cleaning culverts, shoveling, and brush and tree removal
- Communicate to the Road Commissioner items along his/her route, or otherwise, that need attention such as trash/debris along the roadside, signs in disrepair or missing, potholes low hanging trees or branches etc.
- Act on behalf of the Road Commissioner when so directed
- Attend workshops upon approval of the Road Commissioner
- Perform all related types of work as directed by the Road Commissioner

- Maintain a neat and orderly storage and workspace in and around the highway garage, salt shed, and other town owned property that may be used by the highway department.

IV - Knowledge, Skills and Ability requirements

- Must possess a high school diploma or GED
- Possess a valid Vermont Class B or better CDL with a clean driving record
- Ability to maintain and repair Town vehicles and heavy equipment as required by the Road Commissioner
- Possess physical strength and agility sufficient to perform strenuous laboring tasks under various conditions such changing plow blades that may weigh up to 100 lbs.
- Possess physical endurance and mental ability to concentrate while operating equipment for long hours during snow clearing operations and other emergencies.
- Possess physical ability and schedule flexibility to work extra hours as required by weather conditions including nights, weekends, and holidays.
- Must be able to read, comprehend, and follow written or verbal directions and instructions
- Must be willing to receive and apply constructive feedback
- Must have the ability to climb into and out of large vehicles and heavy equipment safely
- At least one year of experience driving dump trucks, plowing snow, and operating heavy equipment is desirable
- Must have reliable transportation and be able to respond to the highway garage within 30 minutes during the snow plowing season when called upon by the Road Commissioner
- Must have the ability to maintain composure and interact tactfully with people.

V - Work environment/conditions

- The Town of Rutland is a tobacco free workplace. Tobacco is prohibited in and around Town owned property
- Most work occurs in trucks, heavy equipment, outdoors on municipal roads, other Town owned property, or in the municipal garage
- Overtime may be required during winter months including nights and weekends and occasionally during summer months as directed by the Road Commissioner
- Exposure to rain, snow, ice, heat, cold and other extreme weather conditions for long periods
- Exposure to biting insects, undesirable plants, and other wildlife
- Exposure to moving mechanical parts, roadside dangers, loud noise, and vibration
- Walking/movements occur over uneven or slippery ground, hillsides, ditches, brooks etc.

VI - Term of Employment

The Highway Crew person will be hired by the Selectboard after successful completion of a drug and alcohol test, interview, background and reference checks. Terms of employment, compensation, and benefits will be set by the Selectboard. All employees

are hired on a provisional basis for a minimum period of thirty (30) days and up to a maximum of twelve (12) months. The purpose of the provisional employment period is to determine whether the employee is suited for the job. The Selectboard may terminate employment during this period if the employee is determined to be not suitable for the job.

VII - 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.

VIII - Equal Employment Opportunity

The Town of Rutland is an Equal Employment Opportunity employer

IX - Applicant acknowledgement

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

Applicant Signature

Date