

Position Title: Highway Division - Laborer

Position Code:

Date of Description: August 2015

JOB SUMMARY

This position primarily involves maintenance and repair of the highway system and related rights-of-way including snow removal, sanding, paving, sidewalk construction, tree and brush clearing, culvert construction, and general upkeep.

DUTIES AND RESPONSIBILITIES

The Highway Division - Laborer shall:

1. Work outside in various types of weather and under various conditions to maintain roadways and rights-of-way and may include overtime as required.
2. Be responsible for vehicle and equipment maintenance and records. This includes greasing, light changing, vehicle inspection (pre & post trip) and tire inflation.
3. Keep vehicles and equipment washed and clean, inside and out.
4. Be willing to take provided training and safety classes.
5. Report to work timely in a neat and clean appearance, ready to work and have reliable transportation.
6. Take individual responsibility for working in a safe manner and adhere to, and comply with, all Town policies.
7. Perform such other duties and responsibilities as required.

SKILLS AND EXPERTISE

The Highway Division - Laborer shall:

1. Have a high school diploma or equivalent.

2. Have a Vermont Commercial driver's license maintained in good standing with 2 years of driving experience. Class B license is required. A Class A license must be obtained within six (6) months of employment.
3. Be able to drive a dump truck for purposes of plowing snow, sanding, and general hauling.
4. Have heavy road construction experience and winter maintenance history. Experience to operate other highway maintenance equipment such as a wheel loader for the purposes of loading trucks and moving material. Have some general mechanical knowledge and ability to do minor repairs on the equipment.
5. Be able to excel in a team oriented, customer driven environment and be a self starter, showing strong initiative.
6. Have the ability to do manual work such as lifting, bending, and climbing ladders as required.
7. Be flexible and able to easily handle varying work assignments.
8. Have an acceptable past work record.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Highway Division - Laborer shall be able to:

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear.
2. Walk; sit; climb or balance; stoop; kneel, crouch, or crawl; and smell.
3. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds usually in cooperation with other employee(s).

4. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is sometimes loud.

Safety Toed workbooks are essential.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

Approval: _____
Supervisor

Approval: _____
Employee