

Revised: 05/17/2021

**BRIEF JOB DESCRIPTION:** Performs routine work of an unskilled, semi-skilled, or skilled nature, requiring the ability to do heavy physical labor efficiently, and involving the operation of motor vehicles and heavy to light equipment used in a range of public works, cemetery, and solid waste activities in a variety of weather conditions.

**SUPERVISION:** Immediate supervisor shall be the Director of Public Works.

**EMPLOYMENT STATUS:** Full-time (40 hours per week) hourly. Potential flextime and on-call schedule with compensatory time off depending on need.

**DUTIES AND RESPONSIBILITIES:** The performance of the following tasks/functions is required in meeting the expectations for the position as described:

1. Works on road maintenance with others doing general laboring tasks and performing a variety of other heavy manual work in connection with the maintenance and construction of roadways and their supporting structures.
2. Assists in maintaining Town right-of-ways in a safe manner consistent with federal, state, and local law, design standards, and common practices.
3. Loads and unloads materials and equipment essential to the tasks assigned.
4. Shovels, rakes, and hand rolls asphalt, cement, and other construction materials.
5. Attaches and removes snowplows and associated equipment from vehicles, and assists in plowing snow, salting and sanding operations, or other activities to mitigate extreme weather conditions. Removes dirt, debris, snow, ice, and other hazards from roadways and from walkways, entrances, and parking lots of Town owned property.
6. Prepares, operates, and maintains, on an emergency, routine, and seasonal basis, motor vehicles and equipment used for snow removal and other seasonal operations
7. Uses and performs preventative/routine maintenance on hand tools and other equipment which may include, but not be limited to, mowers, brush cutters, chainsaws, trimmers, chippers, and similar power equipment.
8. Makes minor repairs and reports need of major repairs to motor vehicles, equipment, and other Town property to supervisor. Monitors the performance of any equipment/vehicles used and alerts supervisor to problems, improvements, and/or preventative actions.
9. Occasionally performs traffic control functions at job sites.
10. Familiarity with and execution of safe and efficient work procedures/practices associated with assigned tasks and equipment used. Knowledge of the requirements, work hazards, safety practices, and traffic laws associated with the completion of assigned tasks.

11. Maintains an effective and cooperative working relationship with others within the department, with other employees of the Town, and with members of the public.
12. Operates heavy and light vehicles/equipment, if properly trained and/or licensed, in connection with the construction/maintenance/repair of roadways, cemeteries, transfer station, town buildings, and other Town property.
13. Available 24 hours per day during emergency situations to meet public safety needs.
14. Mows, fertilizes, waters, treats, and seeds lawns/turfs. Maintains grounds of Town owned property in a safe and esthetically pleasing manner. Maintains plantings, shrubs, and trees by pruning, mulching, watering, fertilizing, trimming, and removal when appropriate.
15. Assists in grave openings and closings.
16. Performs minor or routine maintenance, repairs, and painting to buildings, fences, equipment, and other Town maintained property.
17. Knows, understands, and implements policy, procedures, and rules relating to all public works functions to include, but not limited to, highway, cemeteries, transfer station, and maintenance of public property.
18. Maintains the Transfer Station in a neat and orderly fashion in accordance with applicable state and local law/practices.
19. Interact with the general public and advise them in the proper use of the Transfer Station.
20. Exercises good judgment and common sense when enforcing all departmental operating procedures.
21. Sells access permits and charges disposal fees in a consistent and reasonable manner when staffing the Transfer Station. Inspects for compliance with operating procedures all loads delivered to the Transfer Station for disposal.
22. Acts to prevent immediate damage, waste or ruin to any Town property and assists in determining permanent corrective action. Act to prevent personal injury from occurring on any Town owned property.
23. Occasionally assists building custodian in the performance of their duties.
24. Runs short errands as may be required.
25. Performs other duties, as assigned, to insure the proper operation, maintenance, and obtainment of departmental goals.

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**PHYSICAL REQUIREMENTS:** The position requires a person to regularly lift and carry objects up to 50 pounds; to occasionally lift and carry objects in excess of 50 pounds with or without the assistance of others; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard construction equipment and hand tools in a variety of weather conditions; ability to drive a motor vehicle and pass the medical requirements for a Commercial Driver's License (CDL); cognitive and sensory ability to effectively communicate with supervisor and co-workers and to observe general surroundings.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D.
- Possession of a CDL appropriate to the vehicles operated and maintain same.
- Ability to handle multiple priorities and to meet deadlines.
- Ability to attend to many items simultaneously and/or in sequence.
- Ability to maintain a harmonious and cooperative working environment.
- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written. Ability to identify, through observation, communicate, and initiate suggestions and/or options.
- Ability to communicate via a 2-way radio.
- Ability to perform strenuous physical work under varying and adverse weather conditions.
- Ability to understand and follow oral and written instructions
- Possession or the ability to obtain the appropriate State Solid Waste Operators Certification
- Ability to handle money in a responsible manner.
- Dependable, reliable, and consistent work attendance and performance of duties as assigned.

**STARTING WAGE RATE:** \$19.00 - \$22.75 per hour depending on qualifications and/or experience.