

HIGHWAY CREW MEMBER

TOWN OF IRASBURG

FLSA Status: Non-exempt

Full-time

Reports To: Selectboard

Work Hours:

Regular work week hours are 7 a.m. to 3 p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions and certain summer projects will require overtime hours, and often include work on Saturdays or Sundays.

OBJECTIVE/PURPOSE

Under the direction of the Road Foreman this position is a working supervisor role that plans and oversees all municipal highway operations in order to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal assets, sidewalks, vehicles, and equipment.

DUTIES AND RESPONSIBILITIES

- Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW).
- Performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
- Performs needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Performs routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs pre-trip safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Assists in keeping a neat and orderly storage and work space.
- Participate in all safety training offered/sponsored by the municipality.
- Follows safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Assists the Foreman in meeting all recordkeeping requirements including: employee timesheets, work logs, vehicle logs, inventory, purchase orders.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- At least 2 year(s) experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is preferred.
- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of safety practices required for construction activities, in accordance with the Occupational Safety and Health Administration (OSHA)
- Requires awareness of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, climb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

EDUCATION AND TRAINING

- High school diploma or equivalent required or two years of relevant experience required
- Valid driver's license and clean driving record are required
- Valid Commercial Drivers License (CDL) Class A Required, or must have Class A within 6 months of hire date if applying with a Class B
- OSHA 10-hour or 30-hour certification required or willingness to obtain certificate
- Masters level of the Vermont Local Roads "Road Scholar Program" program is expected to be obtained within a reasonable timeframe

TOOLS/TECHNOLOGY

- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, chipper, compactor, power washer, etc;
- Must safely use hand tools and power tools such as jack hammer and chain saw;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, online training, internet searches, etc.

PHYSICAL AND MENTAL DEMANDS

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently and repeatedly lifts or moves up to 60 pounds and occasionally lift or move up to 150 pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

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.
- Position will be evaluated after a 6-month probationary period and can be eliminated at anytime leading up to or on that date with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Irasburg is an Equal Employment Opportunity employer.

SIGNATURES

Employee Acknowledgement

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

_____	_____
Employee Signature	Date

Selectboard Approval

_____	_____
Selectboard Chair Signature	Date