

TOWN OF DANVILLE

HIGHWAY MAINTENANCE WORKER

FLSA Status: Non-exempt **Full-time**

Reports To: Road Foreman

WORK HOURS

The basic workweek shall be forty (40) hours. The regular working hours in non-emergency situations will be Monday through Friday starting at 6 am, ending at 2:30 pm with a paid 15-minute coffee break at 9:00 am and an unpaid one-half (½) hour required lunch break starting at 11:30 am. The Road Foreman may choose to implement a four (4) day workweek in the summer, by working four (4) 10-hour workdays. These workdays can be rotated Monday through Friday to keep equipment operating or a project progressing. The Road Foreman has the authority to change those working hours during emergency situations or for extenuating circumstances. The Road Foreman maintains the right to send a worker home after an eight-hour day (8) is worked in order to meet the Town's financial obligations, and/or to address safety concerns. This decision is at the discretion of the Road Foreman.

OBJECTIVE/PURPOSE

Under the direction of the Road Foreman, with ultimate responsibility to the Selectboard, this position is responsible for ensuring safe and effective functioning of the municipality's highway and maintenance operations through skilled, safety-focused and efficient labor in municipal construction projects and maintenance of municipal roads, 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), including, but not limited to: plowing; spreading sand and salt; compacting and grading gravel roads to facilitate safe travel conditions.
- Performs timely and effective repair of all municipal roads, ROW, and drainage systems, including but not limited to: ditches; the cleaning, repair and replacement of culverts; and the installation of guard rails.
- Installs and changes grader and snowplow blades and wings on trucks as necessary with another crew member.
- Performs timely and effective maintenance of ROW along roads including, but not limited to: mowing; trimming; brush/branch/tree removal; clearing the roads of trees and limbs from storm damage, etc.
- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Identifies and communicates all needed repairs to the Road Foreman in a timely manner i.e.: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.

- 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 periodic 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.
- Effectively gathers and prepares tools and/or equipment (including work zone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Maintains neat and orderly storage and work space.
- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements on a daily basis including: timesheets, work logs, and vehicle logs.
- Participates in all safety training offered/sponsored by the municipality.
- Wears all required personal protective equipment (PPE); knows and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must demonstrate excellent decision making, customer service, and communication skills.
- Must safely and skillfully operate municipal trucks for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Requires strong knowledge of, and strictly adheres to, safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of, and strictly adheres to, safe excavation and trenching practices.
- Must be able to recognize, address, and communicate vehicle maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety, supervision, and other task training. Must willingly receive and apply constructive feedback.

EXPERIENCE, EDUCATION, AND TRAINING

- At least one year experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is preferred.
- High school diploma or equivalent required or two years of relevant experience preferred.
- Valid driver's license and clean driving record are required.
- Valid Commercial Driver's License (CDL) Level A or B expected to be obtainable within 9 months into first year of employment.
- Must hold a valid CDL Physical Card when CDL is obtained.

TOOLS/TECHNOLOGY

- Must safely operate machinery and equipment including but not limited to: plow truck dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.
- Must be able to install, remove, and maintain tire chains.
- Must safely use hand tools and power tools such as jack hammer, chain saw and wood splitter.
- Must demonstrate computer literacy that includes: online training.

PHYSICAL AND MENTAL DEMANDS

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems both independently and in a team environment.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must be able to frequently and repeatedly lift or moves up to 50 pounds and occasionally lifts or move up to 99+ pounds.
- Must possess the dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual labor and vice versa.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.

- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.
- The ability to stand and work on uneven or slippery terrain is required.
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

WORK ENVIRONMENT/CONDITIONS

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

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.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Danville is an Equal Employment Opportunity employer.