

## **Job Description – Highway Crew Member**

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### **Summary of Duties and Responsibilities:**

Each Highway Crew Member for the Town of Coventry is primarily responsible for the maintenance and repair of the Town Highway system and associated equipment, and secondarily responsible for other tasks as described below. Under the direction of the Road Foreman, the crew members operate the equipment and provide the labor to maintain and repair the Town facilities including, but not limited to: highway grading, trucking, snow plowing, salting and sanding highways, brush clearing, road repair, light building and facility maintenance and other associated tasks as required.

### **Specific Duties and Responsibilities:**

- Safely operate Town highway maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood-chippers, and other equipment required for the maintenance of Town highways.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers and welders. Also uses shovels, picks, rakes and other hand-operated equipment necessary for highway maintenance.
- During the winter months the duties chiefly require snow plowing, snow removal, road sanding, salting, patching, and culvert thawing. These duties generally occur at irregular times and hours.
- During Spring, Summer and Fall duties include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing new guard posts, rails and road and traffic signs, cutting brush, mowing, and other tasks associated with the maintenance and repair of the Town highways. The duties include major repair, rebuilding, construction, grading and regrading of gravel roads, repair and patching of asphalt roads.
- Highway Crew Members are responsible for the general maintenance of the Town Highway Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year.
- The Highway Crew Members will keep daily records of hours, locations of work, equipment

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and materials used, gas, diesel fuel and oil. This information will be entered daily on written time sheets and/or computer time sheets and logs.

- Highway crew members need to have basic knowledge of computers and basic software and programs. This includes but is not limited to: web browser, word processor (ex. Microsoft Word), spreadsheets (ex. Microsoft Excel), email, printer/scanner.
- In addition to the above duties, Highway Crew Members are also responsible for routine maintenance of town buildings, facilities and lands, including but not limited to: trash collection, minor building repairs, mowing, tree trimming and/or removal, removal of snow from roofs, walkways, sidewalks, etc., assistance to other Town employees and contractors when appropriate, and other duties as assigned.

### **Reports To:**

The Road Foreman/ Assistant Road Foreman

Receives specific instructions from the Road Foreman (or Assistant Road Foreman), who is responsible for carrying out established policies and procedures. The employee is responsible for receiving these instructions, and accomplishing tasks assigned in a safe, timely, and cost-efficient manner.

### **Skill requirements:**

- Knowledge of and ability to operate the Town Highway equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.
- Skill in handling controls for starting, stopping, driving, and reversing the Town vehicles; skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.
- Knowledge and application of the techniques and practices for safe heavy equipment operation including: safe lifting heights, loading and load securing techniques, and dumping safety.

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- Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Application of these rules are required at all times, on the public ways, and also in remote situations.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.
- Skill in communication and interpersonal relations to: understand and follow oral and written instructions, keep records, operate computers using applications such as spreadsheets, word processing and email, and cooperate effectively with fellow workers and supervisors, other Town employees, government officials and outside contractors. Exemplary conduct when interfacing with the general public is an absolute necessity in this position.
- Ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

### **Education:**

High School Diploma, GED, or similar equivalent education required.

### **Conditions of Employment:**

The following are the special conditions of employment for the Highway Crew Member:

- The position is for regular, full-time employment. By virtue of its nature, the position is considered always on call. The position may require working hours long beyond what is considered an average work day/ week especially during adverse weather conditions, as necessary to keep the Town highways serviceable.
- Secondary employment must not compromise the availability to perform the characteristic

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Duties & Responsibilities of the job or prevent an employee from being on-call for work duties.

- Days off must be scheduled and approved by the Road Foreman so as to not interfere with the Duties & Responsibilities of the job.
- Applicants must be 18 years of age.
- Successfully passing a pre-employment drug testing is required before a job offer is made; random drug screening is conducted throughout the year.
- Verification of a minimum of three (3) years of employment history is required before a job offer is made.
- A successful motor vehicle records check for all 50 states is required prior to a job offer being made.
- Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required, as is a medical card.
- Satisfactory completion of a three-month probationary period is a condition of permanent employment. The probation period may be extended to a total of six (6) months at the discretion of the Road Foreman.
- The Highway Crew Member is subject to the current Town of Guilford Personnel Policies and as may be revised from time to time in the future.
- The Highway Crew Member must be able to perform the essential functions of the job with or without reasonable accommodations.

### **Experience:**

This position description includes three levels of experience and responsibility. Except as modified below, all requirements of the above description apply to all levels of assignment.

**Level 1:** Level 1 is the entry level to this position. The physical ability requirements apply. The

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incumbent may, however, not have all the experience or knowledge in highway maintenance or heavy equipment operation required. The incumbent must have the ability and interest to learn through classroom and/or on-the-job experience to acquire the knowledge of techniques and practice required. At this level the incumbent is more dependent upon supervision and assistance from others in the accomplishment of the assignments. The incumbent will be asked to perform computer-related tasks.

**Level 2:** Level 2 includes all of the skills and responsibilities of Level 1, and additionally the employee is fully knowledgeable of the techniques and practices of heavy equipment use, operation and maintenance. The incumbent is also knowledgeable in road construction, maintenance and repair techniques. The employee is capable of operating all Town vehicles and equipment. The employee can receive general instruction from the Road Foreman and, with a minimum of supervision, independently determine the requirements and accomplish the task. Upon occasion, in the absence of and/or at the request of the Road Foreman or Assistant Road Foreman, the Level 2 employee may supervise fellow workers or others engaged in road maintenance and construction work. A Level 2 worker may also be asked to perform additional computer-related tasks.

**Level 3 Assistant Road Foreman:** This position requires all the skills and responsibilities of Level 2 as well as assisting the Road Foreman in a variety of administrative activities. These include but are not limited to: supervising fellow workers or others engaged in road maintenance and construction work; helping in the preparation of the annual budget and report to the Selectboard assessing the condition of Town Highways; assisting in preparation of plans for road care for the upcoming year(s); acting as the safety agent for the Town Highway Crew Members by collecting, reviewing, filing and posting safety-related materials; providing information on new safety procedures to others on the Highway Crew Members; tracking and reporting road project costs including Highway Crew Members' Hours, Equipment Hours and all outside expenses (such as contractors, materials or equipment rental); assisting the Road Foreman in preparation of the annual Town Highway Budget; performing computer data entry and reporting; instructing others in basic equipment operation; and acting on behalf of the Road Foreman as required.

### **Evaluation:**

There will be a three-month probationary period which will commence the first day on the job and end three months from that date; there will be an evaluation at the end of this period. A

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Highway Crew Member's performance will be evaluated at least annually from their date of hire by the Road Foreman. Performance in accordance with the Town of Coventry Personnel Policy and Procedures is required and along with this Job Description will be the standard against which performance will be evaluated.

### **Compensation:**

Based on education, experience, and as determined by the Coventry Selectboard.

Dated: 16 August 2022