

TOWN of SHARON

Job Description

Road Crew Worker

Summary of Duties and Responsibilities:

A Road Crew Worker for the Town of Sharon is primarily responsible for the maintenance and repair of the Town Highway system and associated equipment, and secondarily responsible for maintenance of town facilities and buildings. 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 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 the 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 frequently 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 and rails road 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 re-grading of gravel roads, repair and patching of asphalt roads.
- Road 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 through out the year. The crew members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written time sheets and/or on computer time sheets.

- In addition to the above duties, Road Crew members are also responsible for routine maintenance of town buildings and facilities, including but not limited to trash collection, minor building repairs, assistance to other Town employees and contractors when appropriate, and other duties as assigned.

Reports To: The Assistant Road Foreman/Road Foreman

Receives specific instructions from the road foreman, who is responsible for carrying out established policies and procedures. The employee is responsible to receive these instructions, and accomplish the task assigned in a safe, timely, and cost efficient manner.

Skill requirements:

Knowledge 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 backing the Town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.

Knowledge and application of the techniques and practice for safe heavy equipment operation including: safe lifting heights, practice, loading and load securing techniques, and dumping safety.

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 way, and also in remote situations.

The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

This position requires skill in communication and interpersonal relations to: understand and follow oral and written instructions, keep records, operate computers and use spreadsheets, and cooperate effectively with fellow workers and supervisors. Exemplary conduct when interfacing with the general public is an absolute necessity in this position.

The normal physical requirements including the 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 are required. 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.

Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required.

Education:

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

Terms of Employment:

The position is a full time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town highways serviceable.

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.

Evaluation: A Road Crew Worker's performance will be evaluated at least annually by the Road Foreman. Performance in accordance with the Town of Sharon's Personnel Policy and Procedures is required and along with this Job Description will be the standard against which performance will be evaluated.

Compensation:

As determined by the Selectboard.

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Compensation:

As determined by the Selectboard.