

Highway Equipment Operator / Maintenance Worker

Non-exempt, full time, 40 hour per week, twelve-month work year

This position performs a wide range of general public works maintenance and repair work for Town of Middletown Springs roads, public facilities, and equipment. The work includes the operation of a variety of trucks and specialized heavy equipment, as well as hand tools, and general manual labor. The focus of the job is on the maintenance, repair, and safety of public roads, though other work on Town lands and buildings is also included.

The Highway crew is dedicated to the safety and beauty of our community. The person holding this position will demonstrate respectful conduct toward the citizens of the Town we serve, and toward all private property adjacent to our roads.

Duties and Responsibilities

The person in this position will maintain Town roads, sidewalks, and parking lots in winter, including plowing, pushing back snowbanks, removing snow with trucks and loaders, and spreading salt and sand.

Outside snow season, this employee will conduct a full range of basic to highly skilled highway maintenance and construction work, including:

- Fill potholes, resurface major sections of road, repair washed-out areas
- Spread gravel and grade gravel roads
- Excavate trenches for culvert laying
- Cut banks, cut and fill ditches
- Cut and remove trees and brush
- Load and unload trucks
- Haul road construction materials and equipment
- Put up and take down snow fences and road signs
- Clean culverts and catchbasins
- Collect and dispose of roadside refuse
- Perform routine maintenance and minor repairs of hand tools and equipment

Year-round responsibilities include:

- Perform 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; maintain pre-trip logbook
- Perform more complex vehicle maintenance and repair work as assigned
- Coordinate with Highway Foreman to oversee and schedule equipment work to be done by commercial garages
- Perform general labor work, including shoveling walks, mowing, and landscaping, painting and general building maintenance and repairs, installing storm drainage, and so forth
- Participate in all job-related safety training offered or sponsored by the municipality

- Wear all required personal protective equipment (PPE) and always knows and follows safety procedures and precautions
- Maintain neat and orderly storage and workspace
- Comply with all municipal policies and state and federal regulations
- Coordinate with DigSafe prior to any underground work
- Assist as needed in directing and overseeing the work of other highway workers assigned to a job
- Performs other duties as assigned
- Maintain a daily log sheet of accurate and detailed records of time worked and tasks performed, signed and submitted weekly to the Highway Foreman for review and approval

Supervision Received

This employee receives supervision from the Highway Foreman, but is expected to be able to work independently and with good judgment after a task has been assigned.

Supervision Exercised

This employee may occasionally supervise other Town laborers, as well as the work of contractors.

Minimum Qualifications:

Candidates for this position must hold a high school diploma or GED, with three or more years of relevant work experience as a truck driver and heavy equipment operator, or a combination of education and experience from which comparable knowledge and skills are acquired.

Candidates must also have:

- A valid Vermont Commercial Driver License Class B or greater
- Adherence to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles
- A clean driving record
- Good technical knowledge and skills related to the operation of a variety of highway maintenance and construction equipment
- Excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency
- Good mechanical skills, with some relevant training or experience in vehicle and equipment maintenance and repair
- The ability to evaluate and solve problems
- The ability to communicate clearly

This employee must live within 25 miles of the Town of Middletown Springs, and be available on-call to respond to weather conditions.

Physical Requirements:

This position involves extensive physical strain and requires:

- The capability to withstand exposure to varying weather conditions while exerting physical effort during long shifts
- The ability to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions
- The ability to safely switch from sedentary driving position to several hours of manual labor and vice versa
- The ability to lift at least 75 pounds
- Dexterity and visual acuity needed to safely drive, and to operate manual and power tools
- The ability to read, comprehend and follow written and verbal directions and instructions
- Good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance
- The ability to respond immediately to vehicle horns and voice communication
- The ability to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely
- The capability to stand and work over uneven or slippery terrain
- Physical demands also include frequent reaching, lifting, climbing, walking, prolonged sitting, prolonged standing, grasping, and bending/crouching
- The continued ability to pass Department of Transportation medical examinations required for CDL holders

Work Environment:

The work environment characteristics described below represent those an employee may encounter while performing the essential functions of this job.

Most work occurs in trucks, outdoors on municipal roads, or in a municipal garage.

Frequent overtime is required during winter months, with highly variable work schedules, including nights, weekends, and holidays.

Flexible weekend and night hours required during winter season.

Additionally, some work is performed near hazards associated with municipal highway work.

However, compliance and safety protocols and procedures are established and followed to minimize risk. Such hazards can include exposure to the following:

- Moving mechanical parts
- Roadside danger, including vehicles, cyclists and pedestrians
- Loud noise and vibrations
- Electrical charges
- Chemicals, fumes or airborne particles
- Biting insects
- Poisonous plants
- Other wildlife
- Exposure to extreme weather conditions
- Walking/movement on uneven or slippery surfaces

The person in this position will report unsafe conditions to the Highway Foreman so that they can be addressed most effectively

Opportunity for Advancement

The person holding this position will be considered for promotion to Road Foreman if and when that position becomes vacant. Any possible promotion is dependent upon the judgment of the Selectboard with regards to the candidate's strong performance in this role, and meeting the stated criteria for the Road Foreman position.

Equal Employment Opportunity:

The Town of Middletown Springs is an Equal Employment Opportunity Employer.

Disclaimers

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, requirements, and work environment. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice and at any time, and additional work environment characteristics may apply.

This job description is neither an employment contract nor a promise of work for any specific length of time.

Employee Acknowledgement

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

_____ Employee

_____ Selectboard Chair

Job description effective date: November 2023