

Town of Thetford, Vermont
JOB DESCRIPTION
Road Crew Worker: Level 1, Level 2, Level 3

Summary of Position:

A Road Crew Worker for the Town of Thetford 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.

Responsibilities

- 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.
- 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 woodchippers, 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.

Qualifications

- 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 and Training

Education:

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

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 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.

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, upon occasion, to perform computer data entry 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 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 Road Crew by collecting, reviewing, filing and posting safety-related materials; providing information on new safety procedures others on the Road Crew, when applicable; tracking and reporting road project costs including Road Crew 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.

Employment

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.

Evaluation:

A Road Crew Worker's performance will be evaluated at least annually by the Road Foreman. Performance in accordance with the Town of Thetford'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 Board of Selectmen.

Employee Name (Please Print)

Employee Signature

Date

Selectboard Member Name (Please Print)

Selectboard Signature

Date