

# TOWN OF COLCHESTER

## JOB DESCRIPTION

**Position:** Maintenance I – Highway Worker

**Reports to:** Operations Manager      **Department:** Public Works

**Classification:** Non-Exempt      **Pay Grade:** 8

### **JOB FUNCTION:**

Under the general direction from the Operations Manager, this position provides maintenance and repairs to the Town's public infrastructure which includes but is not limited to snow removal, paving, sidewalk repairs, regulatory signs, catch basins, culverts and gravel road maintenance.

### **DISTINGUISHING CHARACTERISTICS:**

Provides high quality municipal services associated with public works maintenance operations, with an emphasis on teamwork, safety and efficiency. Expectations for this position include effectively working as a member of the team, adherence to all applicable safety rules and regulations, excellent customer service and the ability to effectively communicate with others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Operating snow removal equipment which includes plow trucks, sidewalks plows, and sidewalk snow blowers. Keeping the public transportation system safe and passable to ensure public safety, community mobility and economic vitality;
- Routine maintenance and cleaning of drainage to include cleaning of roadside ditches, and maintenance of catch basins, culverts and stormwater pipes;
- Equipment operation such as front end loaders, trucks, street sweepers, roadside mowers and a variety of hand tools in support of all transportation maintenance and repair activities;
- Gravel road maintenance to ensure public safety by maintaining a smooth driving surface;
- Asphalt repair to include pothole patching, small quantity hand paving, compaction and pavement marking;
- Roadside mowing and pruning to ensure safety by maintaining adequate sight distance along the transportation system.
- Ensure public safety by maintaining necessary regulatory and advisory signs relating to the transportation system.

# TOWN OF COLCHESTER

## JOB DESCRIPTION

### DESIRED MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles, practices and techniques of public works maintenance operations including vehicle and equipment operation, paving, pipe installation and general construction activities. Must have considerable knowledge of occupational hazards and safety precautions relating to construction and maintenance activities.

#### Ability to:

Work as an effective member of the team or independently. Effectively communicate with co-workers, supervisors and the general public. Operate equipment for extended periods of time in adverse weather conditions. Adhere to all Town personnel and safety policies as well as federal and state occupational safety requirements.

#### Training and Experience:

Any combination of training, education or experience related to general construction operations relating to the duties and responsibilities outlined above maybe considered qualifying. Must possess a valid commercial driver's license. Must have experience operating a 35,000 GVW truck with attached plows in snow clearing operations. Experience operating a 60,000 GVW truck with attached plows in snow clearing operations is desirable.

#### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Seeing            | <input checked="" type="checkbox"/> Ability to Move Distances<br>Within and Between<br>Facilities/Offices | <input checked="" type="checkbox"/> Lifting (specify)<br>50 Pounds   |
| <input checked="" type="checkbox"/> Color Perception  |   | <input checked="" type="checkbox"/> Carrying (specify)<br>50 Pounds  |
| <input checked="" type="checkbox"/> Hearing/Listening | <input checked="" type="checkbox"/> Climbing  | <input checked="" type="checkbox"/> Driving (local/over<br>the road) |
| <input checked="" type="checkbox"/> Clear Speech      | <input checked="" type="checkbox"/> Ability to Mount and<br>Dismount Equipment                            | Other _____  |
| <input checked="" type="checkbox"/> Touching          | <input checked="" type="checkbox"/> Pushing/Pulling   | _____  |
| <input checked="" type="checkbox"/> Dexterity         | <input type="checkbox"/> Typing   | _____  |
| <input checked="" type="checkbox"/> Hand              |   |  |
| <input checked="" type="checkbox"/> Finger            |   |  |
| <input checked="" type="checkbox"/> Standing          |   |  |
| <input checked="" type="checkbox"/> Sitting           |   |  |

# TOWN OF COLCHESTER

## JOB DESCRIPTION

### Mental Reasoning Requirements:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing-Complex              | <input type="checkbox"/> Analysis/Comprehension              |
| <input type="checkbox"/> Reading – Complex           | <input type="checkbox"/> Clerical                     | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress                   |

### Work Environment:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Shift Work                         | <input checked="" type="checkbox"/> Outside              | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone             | <input checked="" type="checkbox"/> Extreme Heat         | <input checked="" type="checkbox"/> Moving Objects        |
| <input checked="" type="checkbox"/> Works with Others       | <input checked="" type="checkbox"/> Extreme Cold         | <input type="checkbox"/> High Places                      |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise                | <input checked="" type="checkbox"/> Fumes/Odors           |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input checked="" type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials              |
| <input checked="" type="checkbox"/> Inside                  | <input type="checkbox"/> Electrical Equipment            | <input checked="" type="checkbox"/> Dirt Dust             |

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.