

TOWN OF SHREWSBURY

JOB DESCRIPTION FOR HIGHWAY MAINTENANCE WORKER – REGULAR FULL TIME

Definition:

Maintenance work for the Town of Shrewsbury involving a variety of tasks relating to the Town of Shrewsbury roads and highways. Incumbents are often responsible for routine maintenance and repair work. Duties typically require the use of a variety of tools and vehicles. Overtime work is required, particularly during the winter months and is considered a condition of employment. A newly hired employee must complete all training requirements and demonstrate knowledge and skills in a minimum of six areas of maintenance or construction activities. Work is performed under the supervision of the Road Commissioner.

Minimum Qualifications for Application:

Education: High school diploma or equivalent

Experience: Three years of work experience in construction, equipment operating, or related manual labor that includes either one season of operating a snowplow with wings or six months operating medium or heavy equipment.

Required: Must possess a valid Class B CDL driver's license at time of hiring.

Must live within reasonable proximity of the town garage and have the ability to provide their own transportation to and from the town garage.

Examples of Work Performed:

- Operates and maintains the highway maintenance equipment and vehicles
- Performs year-round maintenance duties that may include use of all the Town's equipment
- Does basic paving, painting, patching potholes and surfaces, bridge washing, sweeping, flagging traffic, mowing, repairing road shoulders, cleaning the roadside, cutting trees and brush, and cleaning drains, ditches, picking up occasional roadside debris.
- Performs routine maintenance and daily inspections on equipment assigned.
- Duties may involve serving as a member of a work crew and using hand tools and power equipment to complete assigned tasks.
- Inspects sections of highway for hazardous conditions and encroachments and reports them to the supervisor.
- May assist with or perform bridge construction / repair
- Prepares and repairs culverts, guardrails and ditching
- Performs related duties as required.

Knowledge, Skills and Abilities required when hired:

- Knowledge of proper use of hand and power tools and equipment used in transportation maintenance and construction activities.
- Knowledge of transportation repair and maintenance methods
- Ability to understand and follow oral and written instructions.
- Ability to keep records of time and materials involved in assigned role.
- Ability to establish and maintain effective working relationship with other employees

TOWN OF SHREWSBURY

**JOB DESCRIPTION
FOR
HIGHWAY MAINTENANCE WORKER – REGULAR FULL TIME**

- Ability to deal appropriately with the public
- Ability to read and write
- Ability to communicate effectively as required
- Ability to use basic math
- Ability to perform a variety of maintenance or construction activities in equipment, repair and maintenance methods.

Knowledge, Skills and Abilities required for Job Performance:

- Knowledge of town work rules, regulations, policies, procedures and practices.
- Knowledge of safe and effective winter maintenance techniques.
- Knowledge of proper traffic sign and guardrail placement.
- Knowledge of construction techniques required to replace culverts and roadbed materials.
- Skill in the operation and maintenance of assigned equipment.
- Required to obtain state certification as a flagger.
- Ability to use a two-way radio.
- Ability to properly use personal protection devices (safety equipment).
- Ability to perform assigned duties safely.
- Ability to meet job deadlines and complete assigned tasks in a safe and timely manner.
- Ability to communicate effectively with and deal appropriately with the public.

Environmental Factors:

Duties require the ability to withstand exposure to extreme outdoor weather. Must be available for considerable overtime during heavy snowfall or other experiences. May be required to report to work outside of routine work schedule and must be reachable by telephone. Must be able to use tools and lift materials commonly used in routine maintenance work. Normal dangers associated with work on or near heavy equipment, hazardous materials, and debris from roadside litter are present. May be exposed to blood or airborne pathogens. Hazards are always present when working on roads with moving traffic.

This job description was adopted by the Shrewsbury Selectboard on _____, 2016

Signed: _____
Selectboard Chair