



HINESBURG JOB DESCRIPTION HIGHWAY MAINTAINER II HIGHWAY DEPARTMENT

FLSA Designation: Non-exempt

Nature and Scope of Position

This is a semi - skilled position of moderate complexity in highway maintenance and equipment operation. The Highway Maintainer II performs a wide variety of manual and automotive equipment operation tasks involved in municipal road maintenance. Work extends to responsibility for maintenance and servicing of assigned automotive equipment, requiring strong mechanical and trouble shooting skills.

Work is performed under direct supervision of the Road Foreman, in accordance with established routines and procedures, with some limited judgment exercised based on accepted equipment operation and maintenance practices. Work is reviewed by the Road Foreman by inspection of work in progress or upon completion. Generally, no supervision is given to other employees.

All employees of the highway department are first considered employees of the town. As such, the Town Administrator may assign employees temporarily to any comparable job as needed.

This position reports to the Road Foreman.

Duties and Responsibilities:

- Operate dump truck in a wide variety of highway maintenance tasks including spreading sand and salt, plowing snow, etc.
- Perform light to heavy manual labor as required.
- Perform maintenance to assigned equipment, check equipment to make sure all safety mechanisms are in proper operating condition, keep a maintenance log, report operating defects to road foreman.
- Operate higher level equipment as assigned.
- Work a 40-hour week, hours to be determined by the Road Foreman. Keep a daily time and activity log.
- Overtime work required.
- Seasonal on-call required.
- Punctuality required.
- Operate equipment in a safe manner.
- Perform other duties as assigned by supervisor.

Requirements of Work

- Ability to safely operate dump trucks. Considerable knowledge of all the capabilities, limitations and hazards involved in the operation of assigned equipment.
- Strong work ethic; motivated and dependable
- Considerable skill in the operation of assigned equipment.
- Strong mechanical skills

- Some knowledge of the principles and practices of road construction and maintenance.
- Ability to operate assigned equipment in a safe and hazard free manner.
- Ability to use good judgment in assessing the safety of equipment operation relating to activities of other workers at the job site.
- Ability to troubleshoot and problem solve
- Ability to maintain daily log of time and activities.
- Ability to follow oral instructions and non-complex written instructions.
- Ability to assume responsibility for the economic operation of equipment, making all necessary repairs as required.

Education, Training and Experience

- Commercial driver's license.
- High school education or GED.
- Knowledge of construction procedures and methods.

Physical Demands / Work Environment

This is a physically demanding, outdoor job requiring the use of hands to operate equipment, and the ability to stand, talk, and hear. The employee is often required to walk; sit for long periods of time; climb or balance; stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee regularly works in inclement weather conditions. The employee frequently works near moving mechanical parts and is often exposed to wet and / or humid conditions and vibration.