



HINESBURG JOB DESCRIPTION HIGHWAY MAINTAINER II

Department: Highway

FLSA Status: Non-exempt Full-time Part-time

Reports To: Highway Foreman

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.

The following 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 accommodations.

Physical Requirements:

- Seeing
- Color Perception
- Hearing/Listening
- Clear Speech
- Touching
- Dexterity Hand
- Ability to Move Distances Within and Between Facilities/Offices
- Climbing
- Ability to Mount and Dismount Equipment
- Pushing/Pulling
- Lifting (specify) 50 Pounds
- Carrying (specify) 50 Pounds

Driving (local/over the road)
 Standing
 Sitting
 Typing

Mental Reasoning Requirements:

Reading - Simple
 Reading - Complex
 Writing - Simple
 Writing- Complex
 Clerical
 Basic Math Skills
 Analysis/Comprehension
 Judgment/Decision Making

Work Environment:

Stress
 Shift Work
 Works Alone
 Works with Others
 Verbal Contact w/Others
 Face-to-Face Contact
 Inside
 Outside Extreme Heat Extreme Cold
 Noise
 Mechanical Equipment
 Electrical Equipment
 Pressurized Equipment
 Moving Objects
 High Places Fumes/Odors Hazardous Materials Dirt Dust

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, and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

THE TOWN OF HINESBURG IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.