**DEPARTMENT**: Highway

**POSITION**: Truck Driver/Laborer (Operator I)

**CLASSIFICATION**: Full-time, Hourly

**REPORTS TO**: The Highway Superintendent

**WORK HOURS**:

This position is an hourly position that is expected to work 40 hours per week. The normal workweek is Monday to Thursday from 6:00 a.m. to 4:00 p.m. However, hours will vary depending upon weather conditions and the needs of the municipality.This position will sometimes exceed 40 hours per week and may include work at all times of the day/night, Fridays, Saturdays and Sundays. Wintry weather conditions and certain projects will also require extra hours.

**OBJECTIVE/PURPOSE**

Under the direction of the Highway Superintendent this position performs maintenance work for the Town of Weathersfield. Duties involve serving as a member of a work crew while using hand tools and power equipment to complete assigned tasks. Employees are required to demonstrate skill and knowledge in road maintenance and repair, and preventive maintenance work on equipment.

**Supervision Received**

Works under the direction of the Town Highway Superintendent

**DUTIES AND RESPONSIBILITIES**

* Assists with maintenance of roads and right of ways performing such tasks as:
  + Installing guardrails
  + Repairing bridges
  + Paving and paving repair
  + Painting
  + Repairing shoulders, ditches and road surfaces
  + Cutting trees and brush
  + Sweeping
  + Plowing, salting, shoveling and sanding as necessary
  + Other duties as assigned
* Performs manual work such as: digging, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
* Operates large and small trucks with and without snowplows and wings
* Operates equipment such as: loaders, rollers, backhoe and other equipment
* Performs periodic safety inspections of municipal vehicles to ensure all are in proper operating condition.
* Maintains a neat and orderly storage and workspace.
* Follows safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
* Interacts with colleagues, municipal officials and the public in a friendly, courteous and helpful manner.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of road repair and maintenance methods.
* Ability to operate and maintain hand tools and power equipment.
* Ability to work in a team and with members of the public.
* Ability to communicate as required.
* Ability to keep basic records of time and materials.
* Working knowledge of State and Town rules, regulations, policies, procedures, and practices.
* Ability to safely perform snow removal.
* Ability to safely direct traffic.
* 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 complete payroll forms and minor material reports.
* Must be willing to engage in all required safety and other appropriate training.
* Must be willing to receive and apply constructive feedback.

**RECOMMENDED EDUCATION AND TRAINING**

* High school diploma
* At least two years’ experience with highway maintenance, heavy equipment operation or construction.
* Valid driver’s license and clean driving record are required;
* Valid Commercial Driver’s License (CDL) Class -B or higher required within one year of hire

**TOOLS/TECHNOLOGY**

* Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, chipper, compactor, power washer, etc.;
* Must safely use hand tools and power tools such as jack hammer and chain saw;
* Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
* Ability to learn and effectively use software programs including: Microsoft Word, Excel and Outlook

**PHYSICAL AND MENTAL DEMANDS**

* Must be able to communicate clearly.
* Must be able to evaluate and solve problems.
* Must be able to use basic math skills.
* Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 100 pounds to waist level.
* Dexterity and visual acuity (with or without corrective lenses), needed to safely drive and operate manual and power tools.
* Must be able to operate municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
* Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
* Must have ability to climb up and down ladders, climb into and out of large vehicles and heavy equipment safely.
* Must be able to read, comprehend and follow complex written and verbal directions and instructions.
* Must have ability to stand and work over uneven or slippery terrain is required.
* Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
* Physical demands include: kneeling, bending, crouching, crawling, constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
* Must have good hearing and speaking abilities to communicate with others in person, over the phone, radio, etc., and be able to respond immediately to vehicle horns and voice communication.
* Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.

**WORK ENVIRONMENT/CONDITIONS**

* Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
* Frequent and considerable overtime is required during winter months, with highly variable work schedules, including nights and weekends.
* Weekend and night on-call hours required.
* Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
* Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
* Exposure to biting insects, plants, and other wildlife.
* Exposure to moving mechanical parts, roadside danger, loud noise, and vibration.
* May be exposed to dust, fumes, fuels, paint, lubricants, or other chemicals
* Participation in random drug and alcohol-testing program is required.

**DISCLAIMERS**

* The above information is intended to describe the general nature of this position and is not to 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 not an employment contract nor is it a promise of work for any specific length of time.

**TERMS OF EMPLOYMENT**

This position is hired by the Town Manager after interviews, and satisfactory reference checks. The terms of employment, compensation, and benefits are set by the Town Manager. This position has a one-year probationary period as a condition of employment. A final offer of employment is subject to passing a drug test and pre-employment medical exam.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Weathersfieldis an Equal Employment Opportunity employer.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

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Employee Signature Date

**Supervisor Approval**

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Supervisor Signature Date