

Town of Williston Job Classification Description

JOB TITLE: Highway Equipment Operator/ Maintenance Worker
PAY GRADE: 3
FLSA STATUS: NOT LISTED

BASIC FUNCTION:

This position performs a wide range of general public works maintenance and repair work for Town roads, sewer/water mains, and various public facilities, involving the operation of a variety of trucks and specialized heavy equipment, as well as hand tools, and general manual labor. The focus of the job is on moderately-complex-to-complex heavy equipment operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Maintain Town roads, sidewalks and parking lots in winter, including plowing, pushing back snowbanks, removing snow with trucks and loaders, and spreading salt and sand;
- Perform a full range of basic to highly skilled highway maintenance and construction work in spring, summer, and fall, including:
 - Fill potholes, resurface major sections of road, repair washed out areas;
 - Spread gravel and grade gravel roads;
 - Excavate trenches for pipelaying;
 - Cut banks, cut and fill ditches, remove stumps;
 - Cut and remove trees and brush;
 - Load and unload trucks;
 - Haul asphalt and other road construction materials and equipment;
 - Put up and take down snowfences and road signs;
 - Repair and replace guardrails;
 - Clean culverts and catch basins;
 - Collect and dispose of refuse;
- Perform routine maintenance and minor repairs of hand tools and equipment;
- Assist with more complex vehicle maintenance and repair work as assigned;
- Assist as needed with general labor work, including shoveling walks, mowing and landscaping, painting and general building maintenance and repairs, repairing breaks in water/sewer lines, installing storm drainage, and so forth;
- Assist as needed in directing and overseeing the work of other highway workers assigned to a job;

SUPERVISION RECEIVED:

This position receives minimal supervision from the Highway Foreman and the Director of Public Works.

SUPERVISION EXERCISED:

This position does not exercise any supervisory responsibilities.

MINIMUM QUALIFICATIONS:

Must hold a high school diploma, with three to four years of relevant work experience as a truck driver and equipment operator, or a combination of education and experience from which comparable knowledge and skills are acquired.

Must also have:

- A valid Vermont Class B driver's license with Tanker Endorsment;
- A good driving record and driving skills;
- Good technical knowledge and skills related to the operation of a variety of highway maintenance and construction equipment;
- Good mechanical skills, with some relevant training or experience in vehicle and equipment maintenance and repair.

PHYSICAL REQUIREMENTS:

This position involves extensive physical strain including lifting, crawling, and climbing, and exposure to unpleasant or hazardous conditions.

Must have:

- The ability to perform manual labor outdoors in adverse weather conditions;
- The ability to drive for long hours;
- The ability to lift at least 50 pounds.

***Disclaimer:** This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Reviewed by: _____ Date: _____
Department Head mm/dd/yyyy

Reviewed by: _____ Date: _____
Town Manager mm/dd/yyyy

Reviewed by: _____ Date: _____
Employee mm/dd/yyyy