

Highway Heavy Motor Equipment Operator/Laborer

Town of Wilmington, Vermont

Classification

Nonexempt.

Salary

Negotiable, hourly rate.

Reports to

Highway Superintendent

Date

November 27, 2019

Job Description

SUMMARY

The Highway Heavy Motor Equipment Operator/Laborer is a Town of Wilmington Highway Department employee under the direction and general supervision of the Highway Superintendent or Foreman/Foreperson. Employees in this position are generally responsible for the maintenance and repair of town highways. In this role, employees advance safe and effective operations as a team member of the highway department, as a laborer working on municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment. Highway Department employees are expected to demonstrate effective community relations and interpersonal skills. The Highway Heavy Motor Equipment Operator/Laborer works cooperatively and collaboratively as a member of the Highway Department and as a town employee, providing highly responsible town services.

The Highway Heavy Motor Equipment Operator/Laborer is a responsible team member working on all activities of the Department as required, including but not limited to the following:

DUTIES AND RESPONSIBILITIES

- Employees contribute to a respectful work environment.
- Employees deliver highway maintenance activities in a highly effective manner.
- Employees shall cooperate with federal drug testing requirements; testing is required for prospective hires, random drug testing of current employees or event specific; when testing occurs, the employee is typically directed by the Foreperson or Highway Superintendent, but may also be directed by the Safety Officer or Town Manager and/or "Designated Employer Representative" (DER).
- Employees may be expected to train personnel;
- Reviews Town rules, regulations, policies and procedures on an annual basis.
- Regularly updates the Highway Foreman and/or Superintendent on the status of roads, municipal projects, equipment and training needs.
- Ensures weather condition monitoring and reports to the Highway Foreman and/or Superintendent the need for snow and ice removal and other weather related maintenance requirements.
- Reports on the use of materials, application rates of sand and salt, vehicle maintenance and related records using electronic or other means, as directed.

- Operates commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way (ROW).
- Identifies, reports, and performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems, as directed.
- Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Performs and oversees routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs and oversees periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Ensures compliance with Vermont's Occupational Safety and Health Administration rules and regulations.
- Participates in the care and maintenance of the Highway Department building.
- Ensures a neat and orderly storage and work space.
- Participates in all safety training offered/sponsored by the municipality, as required.
- Sets an example for others by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Ensures effective response to requests and concerns by supervisors;
- Responsible for meeting recordkeeping requirements, as required, including: timesheets, work logs, vehicle logs, and all first report of injuries within 72 hours.
- Complies with all municipal policies, and state and federal regulations.
- Attends and participates in meetings and training, as required.
- Responds to emergencies and community disasters without hesitation.
- Employees may be assigned to work at the Transfer Station.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Ability to work well individually and cooperatively with others in a crew;
- Ability to understand and follow oral and/or written instruction;
- Must learn, understand and implement the Municipal Roads General Permit-Road Erosion Inventory standards, to fulfill requirements regarding road erosion inventories of all hydrologically-connected roads, to implement those plans and practices, to assist in the evaluation and progress of the implementation plans, as directed.
- Must demonstrate excellent judgment, decision-making, customer service, and communication skills;
- Must safely and skillfully operate municipal trucks, while seated for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires considerable knowledge and demonstrated skill in the operation of heavy and light motor equipment used in construction, maintenance and repair.

- Equipment: tools (wrenches/impact gun/shovels/racks/jack hammer/chain saw/etc.), Heavy Machinery (loaders/grader/roller/sweeper/dump truck/back hoe/sidewalk plow/etc.), repair equipment, hoses, etc.
- Requires considerable knowledge of hazards and safety precautions involved in operating heavy and light motor equipment.
- Requires considerable knowledge of the mechanics of the varied equipment involved.
- Must maintain strong safety awareness, problem-solving and critical thinking skills.
- Requires strong knowledge of and demands impeccable adherence to safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of and demands impeccable adherence to safe excavation and trenching practices.
- Must anticipate, recognize, communicate about, and respond to maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs.
- Requires working knowledge of methods, practices, and tools used in road and sidewalk construction and repair, and paint spraying.
- Requires working knowledge of traffic laws, bylaws, rules and regulations.
- Requires demonstrated skill in the above listed equipment, tools, materials, etc.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must participate in all required safety and other appropriate training.
- Must willingly receive constructive feedback and be willing to continually improve.

RECOMMENDED MINIMUM QUALIFICATIONS

- High school diploma or equivalent is required;
- Experience that demonstrates heavy motor equipment operation and laborer skills consistent with working in a highway department environment;
- Minimum 1-year of experience driving dump trucks and plowing snow as-well-as one-year experience operating heavy equipment, is preferred;
- Valid driver's license and clean driving record with a history as a safe operator, are required;
- Valid Commercial Driver's License (CDL) Level A or B or ability to obtain within 3-months of hire;
- Ability to study for and obtain a Level-A CDL within six-months of employment is required;
- Ability to receive constructive feedback and work as a valued team member.
- Ability to be "on-call" during winter months and to respond for emergencies at all hours/day/night.

ENVIRONMENT

- Most work occurs in trucks or around heavy equipment, outdoors on municipal roads and adjacent lands or in municipal garage.
- Frequent overtime is required during winter months with highly variable work schedules, including nights, weekends and holidays.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration associated with heavy equipment and construction sites.
- Walking/movement occur over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Frequent contact with other town officials and with the general public; contact with state and federal

agencies; contacts are in person, by phone or in writing requiring discussing complex information.

- Weekend, holiday and nighttime on-call hours required, especially during the winter season.

MENTAL AND PHYSICAL DEMANDS

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems individually or in a team.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Frequently and repeatedly lifts or moves up to 35 pounds and occasionally lifts or moves up to 80 pounds; item weights measured are estimates:
 - Chain Saw, Jack Hammer (60#), culverts/pipes (<100#), chains (40-70#), signs/barriers (30-45#), calcium chloride (50#), posts (95#), bag of cement (80#), oil (50#), plow blades (180#), plow shoes (35-75#), shovels with dirt/asphalt (30#), wood/limbs (15-50#), equipment (5-30#), hay bales (60#), Patch (55#), bags chloride (50#), Portable Post Pounder (125#), Glass Beads for painting (50#), Paint (75#), Tires (>100#), etc.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual labor and vice versa.
- Require heavy work capacity with the ability to sit for 4-hours sustained and up to 16+ hours a day during snowstorms.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to frequently and safely climb up and down ladders; frequently and safely climb into and out of large vehicles and heavy equipment.
- Must be able to stand on, traverse, and work over uneven or slippery terrain;
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

TOOLS AND TECHNOLOGY

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

VISION

Ability to see in the normal visual range with or without correction.

HEARING

Ability to hear in the normal audio range with or without correction.

WORK HOURS

As an FLSA-nonexempt employee, a minimum of 40 hours per week is expected; typically, regular summertime work week hours are from 6:00 a.m. to 4:30 p.m. Monday through Thursday, and regular wintertime work week hours are from 6:30 a.m. to 3:30 p.m., and to 12:30 p.m. on Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions in a tourist destination, certain summer projects and emergencies will require additional hours in excess of 40 hours per week and often may include work on Saturdays or Sundays especially in the wintertime.

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.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Wilmington is an Equal Employment Opportunity employer.

Employee Acknowledgement

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

Employee Signature

DATE

Town Manager Approval