Highway Department Laborer, Commercial Driver, & Heavy Equipment Operator

. Job Description

Department: Highway Department

Job Summary:
This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Town Highway Superintendent.

Essential Duties:
The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Follows the direction of the Town Highway Superintendent with regards to the maintenance and oversight of the Town's roadways; this includes patching, spreading chemicals, spreading stone, building up gravel on the road shoulders, laying salt, and reporting needed repairs to the Superintendent.
- Mowing and clearing right-of-ways (ROW) in the summer.
- Plowing and salting roads during the winter.
- Paints signs and signals on repaired or new pavement.
- Operate power equipment including attachments, maintain & repair equipment in good operating condition.
- Operate heavy equipment and trucks in the construction and maintenance of roads, bridges and other public work activities.
- Perform a variety of manual tasks associated with the repair and maintenance of roads, bridges, and other public work activities.
- Installs or repairs street signs.
- Perform shop work, welding, maintenance, and carpentry work on Town property
- Traffic Control.

Additional Duties:

- Repairs and maintains town buildings and yards.
- Maintains vehicles and equipment service records.
- Perform routine maintenance on vehicles and equipment.
- Removes dead animals from roadway.
- Perform other related duties as assigned.

Education/Training:

- Prefer High School Diploma or GED.

Knowledge, Skills, And Ability:

- Some knowledge of methods and practices of maintaining and repairing roadways.
- Some knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
- Knowledge or ability to learn the geography and streets of the town and the location of underground utilities.
- Some knowledge of carpentry and mechanical skills.

- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret simple diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other staff and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, excavator, dozer, dump truck, tractor, mowing equipment, wood chipper, snow plow equipment, compaction roller, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Ability to use basic office technology such as a telephone, computer, and a calculator.
- Ability to interact with citizenry in a professional manner.
- Ability to read maps.

Supervisory and Managerial Responsibility:

- None.

Minimum Qualifications:

- Prefer a background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
- Possession of valid State of NY Commercial driver's license (Class B) with endorsements and without restrictions as appropriate for the type of vehicle operated.

Physical Demands and Work Environment:

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 100 pounds). The majority of a normal work day involves standing or walking.

Environmental Factors: Tasks are regularly performed under varying field conditions, with exposure to variable weather conditions and adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.