

TOWN OF MONKTON
HIGHWAY CREW PERSON
JOB DESCRIPTION

Job Summary

This position is to serve as a working crew person of the Town of Monkton Highway Department, carrying out a variety of highway and town maintenance related tasks. This position requires experience in highway maintenance and repair, mechanical ability, record keeping and communication skills. The position is fulltime, 40 hours per week, requiring a flexible schedule which may include nights, weekends and holidays, as well as overtime.

Level of Responsibility

Members of the Highway Crew work under the direct supervision of the Road Foreman.

Major Duties

The Highway crew person's duties shall include, but not be limited to, the following:

- 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 light maintenance to equipment, check equipment to make sure all safety mechanisms are in proper operating condition.
- Gather materials and equipment required to complete jobs.
- Operate equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work.
- Participate in administrative requirements of Road Crew, including timesheets, work logs, vehicle logs, etc.
- Comply with all Town personnel policies, and State and Federal regulations.
- Follow directions regarding proper safety procedures.
- Comply with crew drug testing requirements.
- Performs such other work as deemed necessary by the Road Foreman or their designee.

Qualifications

The Highway Crew person will have the following qualifications:

- Possess at least a high school diploma or GED;
- Commercial Driver's License, with proper endorsements;
- Possess public works or related construction work experience;
- Knowledge of road construction and maintenance, culvert installation, etc.;
- Experience driving trucks, plowing snow and operating heavy equipment;
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions;
- Knowledge of paving and paving materials and practices, drainage and culvert construction;

- Knowledge of safe gravel pit practices;
- Ability to perform routine service and maintenance of Town Highway Department equipment;
- Ability to deal with the general public in a positive and civil manner;
- Ability to communicate well, and to work well with others; and,
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Ability to be available at the Town Garage within 20 minutes when needed by the Road Foreman.

Term of Employment

The Highway Crew person will be hired by the Selectboard after a successful completion of a medical examination for CDL license and drug test, interview(s) and reference checks.

Terms of employment, compensation and benefits will be set by the Selectboard. Six month probationary period will be a condition of employment.

Evaluations

Annual evaluations detailing the performance of the Highway Crew person will be performed, during which the employee will be afforded an opportunity to respond to the evaluation.

Compensation and Benefits

Salary and benefit package, including vacation, sick time and insurance, will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

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.

Equal Employment Opportunity

The Town of Monkton is an Equal Employment Opportunity employer.

ADOPTED _____ 2016

Stephen Pilcher

Anne Layn

Henry Boisse

John McNerney

Roger Parker