

## **DRIVER / SKILLED LABORER**

### **TOWN OF RICHFORD HIGHWAY DEPARTMENT**

#### **JOB SUMMARY:**

Performs skilled duties in construction and maintenance as part of a municipal Public Works Department (PWD).

#### **LEVEL OF RESPONSIBILITY:**

PWD personnel work under the general supervision of the Foreman, who assigns projects, reviews completed work and provides instructions as necessary. PWD personnel perform duties according to established and specific procedures, detailed and specific instructions on unusual or difficult projects, and abide by all policies adopted by the Richford Town Selectboard.

#### **MAJOR DUTIES:**

Duties of the PWD include:

- Performing manual road maintenance work as necessary, such as clearing brush, cutting and loading trees;
- Driving light and heavy trucks and operating other equipment;
- In winter, working on plowing, sanding and salting operations; shoveling snow and operating a plow attached to a truck;
- Construction, maintenance and repair of water and wastewater lines and stormdrains, if required;
- Making minor repairs on various equipment and being responsible for regular maintenance of any equipment assigned to the employee;
- Working nights and/or weekends, as assigned;
- Performing other duties as assigned.

#### **DESIREABLE SKILLS, KNOWLEDGE, and ABILITIES:**

- Ability to operate required equipment in a safe and efficient manner;
- Ability to work as part of a crew cooperating to accomplish desired work in a timely and efficient manner;
- Knowledge of highway and other public works maintenance techniques and operations;
- Ability to respond to inquiries from the general public, answering questions or referring the inquirer to the appropriate person;
- Ability to work with supervisors and fellow employees;
- Ability to communicate and get along with the general public.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Highway Department Driver / Skilled Laborer shall be able to:

- Use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear;
- Walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell;
- Frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, usually in cooperation with other employee(s);

- Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is sometimes loud.

**MINIMUM QUALIFICATIONS:**

- Must possess a valid Commercial Drivers License, Class B minimum, with proper endorsements;
- Must be able to work continuously under varying weather conditions;
- Any combination of experience or specialized training demonstrating ability to perform the above duties safely and efficiently.

**EMPLOYMENT GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Job review within three months based on job performance. Minimum of annual evaluation by Foreman. Possible additional reviews as deemed necessary by the Foreman and/or Selectboard.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL: \_\_\_\_\_ APPROVAL: \_\_\_\_\_  
Selectboard or their designee Employee