

Town of Waterford Highway Department Worker Job Description

The Highway Worker position is a full-time, hourly rate position requiring a flexible schedule that may include nights, weekends, and holidays, particularly in winter. This is a “non-exempt” position under the Federal Fair Labor Standards Act.

Qualifications and Training

The Highway Worker shall:

- Have working knowledge and experience in road and bridge construction and maintenance;
- Have the ability to operate and maintain the necessary equipment such as graders, backhoes, snowplows, bucket loaders, trucks, etc. Formal training in the operation of construction equipment is preferred;
- Have the ability to perform routine road maintenance work, including ditching, grading, culvert installation, brush cutting, repair and installation of guard rails and traffic signs, patching of hard road surface and tree cutting;
- Have a valid commercial driver’s license (CDL) as required by federal and/or state law;
- Have a positive attitude and be able to work well as a part of a team;
- Have the health and physical condition capable of performing occasionally strenuous activities;
- Have knowledge of and understand the safety regulations pertaining to municipal operations;
- Attend appropriate training sessions to update skills.

Physical Requirements

- Must be able to stand, walk, and mobilize self in indoor and outdoor work areas;
- Must be able to lift, push, and/or carry up to 50 pounds. This includes forward bending and squat lifting;
- Must be able to shovel, rake, sweep, and trim for up to 8-hours per day.
- Must be able to operate machinery, including a plow truck, for up to 12-hours per shift.

Essential Duties and Responsibilities

The Highway Worker shall perform the following duties as directed by the Highway Department Foreman:

- Construct and maintain Town roads and bridges in an acceptable and safe manner, keeping culverts cleared, guard rails in safe condition, rights-of-way cleared to provide good visibility, making timely repairs to prevent further damage;
- Plow and/or sand town roads and bridges in a timely manner in the case of snow, ice, or freezing rain;
- Maintain the Town garage and associated facilities, and all equipment and vehicles in safe condition to meet all VOSHA requirements;
- Post roads regarding hazardous conditions, weight limits, etc., as necessary to protect public safety and avoid damage to roads and bridges;
- Work a flexible forty (40) hour week.

Town Equipment

The Highway Worker is responsible for the repair and maintenance of the Town's Highway Department equipment as directed by the Highway Foreman. Trucks and heavy equipment will be in safe operating condition at all times.

- Inspection of all equipment before and after use for deficiencies;
- Routine maintenance and repairs including, but not limited to, oil and filter changes, grease jobs, tire changes, light repairs, plow blade replacement and sander maintenance;
- Notify the Highway Foreman to procure parts and supplies such as grease, oil, filters, lights, tires, and plow and sander parts as needed;
- Ensure that vehicles are inspected when required by state law;
- Keep up to date maintenance and repair records for all Town equipment;
- Report any accident or damage to Town equipment to the Highway Foreman immediately, to enable him to report to the Town Selectboard within twenty-four (24) hours.