Town of Shaftsbury
Public Works Crew Position Description

General Summary

Under the direction of the Road Foreman, implement maintenance, repairs, operations, and capital improvements associated with Town-owned roads and highways and associated rights-of-way, bridges and culverts, sidewalks, and the maintenance, repair, and improvements to the Town Garage and grounds, community parks and other facilities.

Position: Full Time, Hourly
Compensation: $22 - $25/ Hour
Benefits:

- Health, Dental, Vision
- Sick and Vacation PTO
- Annual clothing allowance and boot reimbursement

Hiring/Removal from Employment

Nominated by the Town Administrator and Road Foreman and hired by the Select Board in an at-will employment arrangement. Road Crew employee may be removed with or without cause at any time by the Select Board, after consultation with the Town Administrator and Road Foreman.

Reporting

This position reports to and is supervised by the Road Foreman.

Knowledge, Skills, Abilities and Credentials

- Some basic experience and knowledge of maintenance, repair, snow and ice removal and operation of buildings and grounds is preferred.
- Knowledge of OSHA and VOSHA rules and regulations and generally accepted safety practices is preferred.
- The ability to make accurate oral and written reports.
- Good interpersonal skills and ability to interact constructively with the public.
- Basic computer skills are preferred.
- A valid Vermont Driver's License, satisfactory driver's record, and ability to obtain and maintain CDL B license during employment.
- Ability and skill in operating and maintaining heavy machinery, trucks and other equipment is preferred. A high school diploma or GED is required.

Duties and Responsibilities

- Assist in maintaining Town-owned roads and highways and associated rights-of-way, bridges and culverts, and sidewalks, as well as driveways and parking areas of Town-owned buildings, grounds and parks, as directed and/or as training allows.
- Communicate clear, concise reports of daily activities to Road Foreman.
- Adhere to all Town policies and procedures as adopted by Select Board.
- Serve as a member of a work crew engaged in highway maintenance activities including, but not limited to, removing snow and ice from Town highways, roads, sidewalks, driveways and parking lots; repairing shoulders; patching surfaces; cleaning drainage facilities; repairing and installing guardrails; maintenance of rights of way, including the removal of brush, obstructions and garbage as necessary.
- Perform maintenance duties involving Town buildings and structures, as directed.
- Operate equipment and vehicles utilized by Highway Department after thorough training by qualified Road Crew personnel.
- Respond to emergencies, including holidays, weekends and nights, as necessary.
- Perform duties in compliance with OSHA and VOSHA.
- Learn to Perform maintenance and repairs on most equipment and vehicles after thorough training by qualified Road Crew personnel.
- Participate in an annual performance evaluation.
- Attend training, seminars and conferences as directed by the Road Foreman.
- Work cooperatively with all town employees to ensure the efficient and effective operation of Town government.
- Perform other related work as assigned by the Road Foreman.

Working Conditions

- Physical demands of the position: Employee spends majority of time in the field performing hands-on maintenance work. Employee must have the strength, stamina and physical coordination required to perform moderate to heavy physical activity and exertion, including heavy lifting. Employee must be able to frequently enter and exit equipment and vehicles. Employee is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment and other dangers associated with maintenance activities and road and sidewalk maintenance. Employee must have the stamina to walk for extended periods of time. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions including extremely hot and severely cold weather.
- Duties require evening, night, and weekend holiday work; may require occasional response to facility or road-related emergencies
- Generally this position works 40 hours per week, but additional hours are often required due to weather or other emergency conditions.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

Approvals

Select Board Representative	**Date**
Town Administrator	**Date**
Employee	**Date**