

## **Town of Proctor Highway Position Job Description**

Highway Department employees work under the supervision of the Town Manager and are charged with maintaining approximately twenty-two (22) miles of town highways. Highway Department positions are full-time, hourly positions requiring a flexible schedule that may include nights, weekends, and holidays, particularly in the winter. This is a “non-exempt” position under the Federal Fair Labor Standards Act.

### **Qualifications and Training**

A Highway Department employee shall:

- Have a basic knowledge and experience in road and bridge construction and maintenance and in winter road maintenance procedures;
- Have a high school diploma, or equivalent;
- Have pre-employment drug testing
- Have a valid commercial driver’s license (CDL) as required by federal and/or state law;
- Have the ability to operate and maintain the necessary equipment such as backhoes, snowplows, bucket loaders, trucks, etc.;
- 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 the ability to develop and maintain repair and maintenance records;
- Have the ability to carry out equipment repairs and maintain parts and equipment inventories sufficient to address emergency repair problems;
- Have the health and physical condition capable of performing occasionally strenuous activities;
- Attend appropriate training sessions to update skills; and
- Have a positive attitude and be able to work well as part of a team.

### **Physical Requirements**

- Must be able to constantly stand, walk, and mobilize self in indoor and outdoor work areas.
- Must be able to lift, push, and/or carry up to 50 pounds (e.g., bag of cement, manhole cover). This includes forwarding 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 Department employee shall, under the supervision of the Town Manager.

- Construct and maintain Town roads and bridges in an acceptable and safe manner, keeping culverts cleared, guardrails in a safe condition, right-of-ways cleared to provide good visibility, making timely repairs to prevent further damage;
- Plow and/or sand town roads, bridges and parking lots in a timely manner in the case of snow, ice, or freezing rain;
- Work a flexible forty (40) hour week unless otherwise authorized by the Town Manager; and
- Any additional duties and responsibilities as assigned by the Town Manager.

## **Town Equipment**

The Highway Department employee shall, under the supervision of the Town Manager participate in the maintenance of the Town's road equipment. Trucks, tractors and heavy equipment be in safe operating condition at all times. Therefore, the Highway Department employee shall:

- Inspect equipment before and after use for deficiencies;
- Perform 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;
- Monitor the inventory of parts and equipment and report any needs to the Town Manager;
- Keep up to date maintenance and repair records for all Town equipment.

## **Relationship with Others**

The Highway Department employee shall:

- Work collaboratively with other Town employees to ensure effective and efficient municipal operations, such as the Water and Wastewater Department to install new or repair existing water and sewer mains;
- Treat the public, town officials and fellow employees with dignity and respect.