Job Description

Date: ____________

New Position: 

Update Current Position:  X

Position Title:  Operator / Laborer

Department:  Public Works

Reports To:  Road Agent

FLSA Status: Exempt  _____  Non-Exempt  X  *Essential:  Yes ( X ) No (  )

* An essential position is defined as any full-time or part-time position requiring a Town employee to report to work during an officially declared emergency by the Board of Selectmen. (e.g. extreme inclement weather, civil disturbance, fire, riot etc.)

SUMMARY:

Operates all Highway Department trucks and equipment safely and efficiently. Performs a variety of semi-skilled and unskilled manual work in the construction, repair, cleaning and maintenance of town roads, culverts, snow and ice control and other public works projects. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous conditions.

SUPERVISION RECEIVED:

Works under the direct supervision of the Road Agent or his/her designee who assigns work, provides instruction as necessary, reviews work in progress and/or at project completion for conformance with instructions as well as with the safety and care exercised in equipment operation.

SUPERVISORY RESPONSIBILITY:

Can work independently if needed but generally gets direction from others. Makes decisions as needed. May assume lead on projects as directed by the Road Agent.

DUTIES AND RESPONSIBILITIES:

- Operates dump trucks in loading and unloading materials, hauling asphalt, gravel, stone, sand and other road materials, hauling debris, carrying tools, supplies and equipment associated with road maintenance, repair and construction.
• Performs various semi-skilled tasks essential to public works operations including mowing grass, digging trenches, laying asphalt, patching pot holes, cutting and chipping brush and tree limbs, laying culverts, repairing, replacing and cleaning storm drains and other duties associated with maintaining and reconstructing roads and town owned properties.

• Performs general laboring tasks and a variety of heavy manual work.

• Operates light equipment including snow blower, lawn mower, weed whacker, chipper, chain saw and other equipment.

• Operates heavy equipment when necessary including backhoe, loader, road grader, bulldozer, broom and roller.

• Performs preventive and routine maintenance such as changing oil, replacing hoses, changing tires and greasing town owned equipment.

• Makes minor repairs to equipment and alerts supervisor to needed major repairs, problems, needed improvements and/or preventive actions.

• Responsible for keeping town equipment clean.

• Assists in maintenance and cleaning of highway garage and facilities.

• Performs traffic control duties at job sights.

• Performs all duties in conformance to appropriate safety and security standards.

• Assists other town departments as needed and time allows.

KNOWLEDGE, SKILLS AND ABILITIES:

• Knowledge of the principles and practices of operating mechanical and motorized equipment combined with the ability to learn to operate and maintain light and heavy duty construction and road maintenance equipment.

• Knowledge of work hazards, safety practices and traffic laws relating to heavy equipment operations.

• Ability to learn road maintenance procedures. Ability to perform frequent strenuous physical activity under adverse weather conditions. Ability to understand oral and written instructions.

• Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
• Willingness to attend training classes and workshops as directed.

EDUCATION AND EXPERIENCE:
• High School diploma or equivalent preferred

• Possession of a valid NHCDL-B license. If an individual does not possess this license he/she is required to obtain it within one year from their start date.

• Four years experience in related construction and maintenance work or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

• Possession of sufficient physical ability to perform required tasks.

• Willingness to be on call to meet emergency situations and work outside under extreme weather conditions.

WORKING CONDITIONS:
• Must be willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain and snow.

• Duties may require heavy lifting, twisting, bending, squatting, kneeling, crawling and climbing. Working in a garage in dirty and greasy areas, in cramped areas, with exposure to noise and other hazards from operating machinery and equipment.

• Works in trenches and excavations in wet and muddy conditions.

• Must have adequate feel, reach, hearing, sight, smell and mobility to complete assignments.

• Performs other related duties as required and deemed necessary by the Road Agent or his/her designee.

The above description is illustrative and are not complete itemizations of the job. This 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 the requirements of the job changes.

SIGNATURES

Supervisor ____________________________ Date _____

APPROVALS