



## POSITION TITLE: Driver/Laborer

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**DEPARTMENT:** Highway Department  
**REPORTS TO:** Director of Highway Operations  
**SUPERVISES:** N/A

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### **Position Summary:**

Performs road and other town property maintenance and repair activities including the safe and efficient operation of light and heavy vehicles used for plowing snow, hauling sand, gravel, and construction equipment/materials. Also operating tools and equipment used to perform general duties on assigned projects or activities of a public services nature which may entail road and sidewalk construction and maintenance; storm water systems maintenance and construction; maintenance of town facility grounds; tree work and roadside mowing, etc., as needed.

### **Essential Duties and Responsibilities:**

*(The essential functions or duties listed below 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 to the position.)*

- Performs various roadway maintenance duties, such as traffic control, pothole patching and cleaning catch basins.
- Responsible for plowing snow and sanding/salting roadways/facilities and other snow removal processes including shoveling snow, hauling snow, etc.
- Works on paving maintenance crews doing such jobs as jack hammering, shoveling, raking, and tamping asphalt, spreading sand, gravel, and asphalt, lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Manually loads and unloads heavy materials from vehicles.
- Climbing in and out of light and heavy vehicles, in and out of the back of dump trucks as well as in and out of other large construction equipment.
- Operates pavement saws and manual or automatic compactors.
- Moves or aids in moving heavy objects or equipment.
- Utilizes rakes, hooks, shovels and other manual tools to clear leaves and other debris; clears culverts, drains, roads, ditches.
- Working overhead both on ground level and on ladders.
- Performs chain saw, pruners, and wood/brush chippers operations to perform tree trimming and removal of trees.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assists other departments as needed moving furniture, minor building repairs (light painting & carpentry work), moves voting machines, maintaining of building furnaces, etc. Uses a wide variety of power, pneumatic and hand tools.
- Is subject to call out to respond to emergencies and snow removal after normal working.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, clean and washes vehicles and reports equipment problems to

mechanics or supervisor. Maintains and cleans PW Garage and ensures materials, equipment and supplies are properly maintained in a safe condition.

- Performs set-up and take-down labor for numerous Town-wide events including at, parks, or Town facilities.
- Uses Personal Protective Equipment appropriate for each task. Conducts all work in a safe manner and all work safety practices are followed. All accidents are reported immediately.
- Consistent on-site, on-time attendance as well as the ability to work with limited supervision is essential for this position.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Qualification Requirements.**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

High School Diploma or equivalent. Valid commercial motor vehicle operator's license. CDL Class B with air brake certification required.

Two-Three years of construction, manual labor, heavy vehicle driving, road work and snow removal experience preferred; or any equivalent combination of education, experience and training.

**Language Skills:**

Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

**Other Skills and Abilities:**

Must have:

- Thorough knowledge of the safe practices of driving heavy vehicles and equipment.
- Working knowledge of road and/or stormwater construction; working knowledge of operation of CDL vehicles.
- Knowledge of proper tools to use for different public works maintenance or construction jobs.
- Working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment.
- Ability to follow written and oral instructions.
- Ability to work as a team with others to accomplish a project.
- Ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary.
- Ability to follow rules, regulations, and procedures.
- Skill in snow plowing with CDL vehicle during snow emergencies.

- Ability to use CDL vehicles, equipment and various power tools and hand tools and perform minor mechanical repairs to equipment.
- Aptitude for working with people and maintaining effective working relationships with various groups.

**Physical Demands:**

*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.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, drive, bend, push, pull, lift, reach with hands and arms and talk or hear. The employee is occasionally required to climb, balance stoop, kneel, and smell. Specific vision abilities required by this job include close and far vision and depth perception. Occasionally, the employee will lift up to 100 pounds.

**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 function.*

Work is performed in a garage, roadway, yard, field, and wooded locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; may be subject to vibration/jarring when driving CDL vehicles or heavy equipment; working near mechanical moving parts may work in high precarious places on occasion. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and manual work in the proximity of light and heavy trucks, equipment including but not limited to loader, roadside mowers, street sweeper, backhoe, power paver; and roller equipment, snowplows, lawn equipment, and CDL vehicles. Also requires the operation of hand tools, power tools, weed whackers, chainsaws, pruners, and chippers.

Makes occasional contact with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other Town departments and vendors. Communication is frequently in person or by phone.

Errors in judgment or omissions could result in delays in service, rework, injury to other employees, personal injury, damage to Town roads or equipment and potential liability.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by the individual holding this position and additional duties may be assigned.*