



## TOWN OF SHARON

### Level 1 Road Crew Job Description

**Full-time, non-exempt** based on forty hours per week

**Reports to:** Highway Supervisor

#### **OBJECTIVE/POSITION**

The Level 1 Road Crew position is an entry level position. A Level 1 employee must have the ability and interest to learn through direct instruction as well as classroom experience to acquire the knowledge of highway maintenance techniques and best practices. At this level, the employee is more dependent on direct supervision and assistance from others in the accomplishments of the assignments.

#### **WORK HOURS**

Regular Hours (Summer): Monday – Thursday, 6:00AM – 4:30PM

Regular Hours (Winter): Monday – Friday, 6:00AM – 2:30PM

Hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions, unexpected repairs and/or emergency situations will require additional hours that are likely to exceed normal workday hours and include work on Saturdays and Sundays, especially in winter.

#### **DUTIES AND RESPONSIBILITIES**

Under the direction of the Highway Supervisor and/or Assistant Highway Supervisor, a Level 1 employee will be able to safely operate, maintain and repair municipal vehicles as appropriate to the skill and certification level of the employee.

- Obtain a valid Commercial Driver's License (CDL) within twelve months of the date of hire.
- Operate municipal vehicles and related equipment as directed
- Perform timely and effective routine maintenance of municipal roads and rights of way (ROW), including plowing, sanding, and salting to facilitate safe travel conditions, mowing, trimming, brush/branch/tree removal
- Assist in the timely and effective repair of municipal roads, ROW, and drainage systems, including ditches and with the cleaning, repair and replacement of culverts, and the installation of guard rails
- Work with crew members to change grader and snowplow blades and wings on trucks as needed
- Perform manual tasks such as shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and related work
- Identify and communicate in a timely manner to Highway Supervisor all necessary repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush
- Perform routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other maintenance needed to preserve vehicle longevity and ensure safe operation
- Perform safety inspections of municipal vehicles including brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition

- Effectively gather and prepare tools and/or equipment (including work zone safety equipment) as needed to complete the day's work and return them to proper storage by the end of the workday
- Maintain neat and orderly storage and workspace
- Respond effectively to requests and concerns expressed by the public and refers to Supervisor as needed
- Maintain accurate records including timesheets, work logs, and vehicle logs
- Participate in all safety training offered/sponsored by the municipality
- Wear all required personal protective equipment (PPE)
- Understand and follow safety procedures and precautions
- Ensure that all interactions with colleagues, municipal officials and the public are respectful, courteous, and professional

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrate safe operation of Town Highway equipment appropriate to training/certification level
- Ability to obtain and/or maintain at minimum a Level B Commercial Driver's License
- Some knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways
- Skill in handling controls for starting, stopping, driving, and backing all Town vehicles
- Skill in judging overhead and side clearances, turning radii, braking distances, and backing distances
- Adept at driving a plow truck while working plow controls
- Knowledge and application of safety rules and regulations for the movement of heavy equipment at all times including safe lifting heights, best practices, loading and load securing techniques, and dumping safety
- Mechanical ability to make minor repairs, adjustments, and other maintenance tasks on all Town vehicles and equipment under supervision
- Demonstrate safe operation of vehicles while seated for extended periods of time
- Demonstrate excellent judgment, decision making, customer service, and communication skills
- Strong safety awareness, problem solving and critical thinking skills
- Understand and adhere to safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA)
- Basic knowledge of excavation and trenching practices
- Ability to anticipate, recognize, communicate about, and respond to maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs
- Must always maintain composure and interact tactfully and respectfully with all people
- Must engage in all required safety, supervision, and appropriate trainings
- Must willingly receive and apply constructive feedback

### **EDUCATION, BACKGROUND AND EXPERIENCE**

- High school diploma or equivalent required
- Two years of relevant work experience preferred
- At least one year of experience driving dump trucks and plowing snow required
- Valid driver's license and clean driving record are required

### **TECHNOLOGY**

- Must safely operate machinery and equipment including plow truck, dump truck, tractor, roadside mower, chipper, power washer, and other related equipment
- Must safely use hand tools and power tools such as jack hammer and chain saw
- Must demonstrate computer literacy that includes email, data entry, basic spreadsheet work, computerized timekeeping, online training, etc.

#### **PHYSICAL AND MENTAL DEMANDS**

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles
- Must be able to communicate clearly
- Must be able to evaluate and solve problems
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 75 pounds
- Dexterity and visual acuity required to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions
- Must be able to safely switch from sedentary driving position to multiple hours of manual labor and vice versa
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely
- Must be able to stand and work over uneven or slippery terrain is required
- Physical demands also include constant reaching; frequent walking; frequent prolonged sitting; frequent prolonged standing; frequent grasping; frequent bending/crouching

#### **WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for extended periods
- Exposure to biting insects, plants, and other wildlife
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration
- Walking/movement over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season

**DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Sharon is an Equal Employment Opportunity employer.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Highway Supervisor Approval**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Selectboard Approval**

\_\_\_\_\_  
Selectboard Chair Signature

\_\_\_\_\_  
Date