



TOWN OF WESTMINSTER

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Town of Westminster
Updated August 29, 2024

HIGHWAY MAINTENANCE WORKER

FLSA Status: Non-exempt, Full-time

Reports To: Road Foreman (primary); Town Manager (secondary)

Job Definition:

Under the general direction of the Town Manager and Road Foreman/Crew Leader with ultimate responsibility to the Selectboard, this position advances the safe and effective functioning of the municipality's highway and maintenance operations through skilled, safety-focused and efficient labor in municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

Work Hours:

The Highway Department is regularly scheduled to work forty (40) hours per week. Regular hours are Monday through Friday from 6:00 am to 2:30 pm with a half-hour lunch period. From the second week in May, to the second week in September, the Highway Department, with the approval of the Town Manager, may adjust regular work hours to Monday through Thursday from 6:00am to 4:30pm. Wintry weather conditions, special projects 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:

- Operates commercial and/or non-commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW), including plowing, spreading sand and salt, as well as compacting and grading gravel roads, to facilitate safe travel conditions.
- Performs timely and effective repair of all municipal roads, ROW, and drainage systems, including ditches and the cleaning, repair and replacement of culverts, installation of guard rails.
- Performs minor maintenance and repair of Town equipment.
- Performs timely and effective maintenance of ROW along roads including mowing, trimming, brush/branch/tree removal, and clears the roads of trees and limbs from storm damage, etc.

- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Identifies and communicates in a timely manner to Crew Leader and/or Town Manager all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs 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 needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs safety pre-trip 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 gathers and prepares tools and/or equipment (including work zone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Maintains neat and orderly storage and workspace.
- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements on a daily basis including: timesheets, work logs, and vehicle logs.
- Participates in safety training offered/sponsored by the Town.
- Wears all required personal protective equipment (PPE); knows and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.
- May act on behalf of the Town Manager or Crew Leader when so directed.

Knowledge, Skills and Abilities:

- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must safely and skillfully operate municipal trucks while seated for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.
- Must safely use hand tools and power tools such as jack hammer and chain saw.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must maintain strong safety awareness, problem solving and critical thinking skills.

- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of, and strictly adheres to, safe excavation and trenching practices.
- Must be able 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 maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety, supervision, and other appropriate training.
- Must willingly receive and apply constructive feedback.

Experience, Education and Training:

- Verifiable experience driving dump trucks and plowing snow as well as verifiable experience operating heavy equipment.
- High school diploma or equivalent required. Two or more years of relevant experience desired.
- Valid Commercial Drivers License (CDL) Level A or B preferred and clean driving record required.
- OSHA 10-hour or 30-hour certification desired.

Physical and Mental Demands:

- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 80 pounds.
- Dexterity and visual acuity needed to safely operate vehicles and in using manual and power tools.
- 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 several hours of manual labor and vice versa.
- Physical demands include constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching; work in uneven or slippery terrain.
- 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 read, comprehend and follow written and verbal directions and instructions and be able to evaluate and solve problems.
- Must be able to communicate clearly.
- Must adhere to all federal drug and alcohol testing requirements.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.

Work Environment/Conditions:

- Most work occurs in trucks, outdoors on municipal roads, or in the 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 long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise and vibration.
- Walking/movement occurs 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.
- This 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 Westminster is an Equal Employment Opportunity employer.

Employee Acknowledgement:

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

Employee Printed Name

Employee Signature

Date

Town Manager Approval:

Town Manager Signature

Date