

TOWN OF DURHAM
ROAD/HIGHWAY MAINTAINER I

APPROVED BY: James J. Francis DATE: 5/23/14
FIRST SELECTMAN
[Signature] DATE: 5/22/14
UNION PRESIDENT

Position Purpose:

The purposes of this position are to be responsible for the safe and efficient operation of light and heavy vehicles, and power equipment on assign projects or activities of a public works nature which may entail road, bridge and sidewalk construction and maintenance; storm water drainage/flood control maintenance and construction; building repairs, maintenance of parks and town facility grounds; tree work and road side mowing, etc., as needed. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles. The Maintainer I is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

Supervision Received: Works under the direction of the Road/Highway Supervisor, Crew Leader or Public Works Director; following professional standards, procedures and policies.

Supervision Given: May oversee temporary help

Job Environment:

Work is performed in a garage, yard, and field locations including traffic; in all phases of road, drainage and park construction/maintenance and site conditions; usually noise levels are loud; works in unprotected areas and uneven surfaces at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises;. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles. Operates front-loader to load own vehicle during snow operations. Also requires the operation of hand tools, power tools, chainsaws and jackhammers. Occasionally assists with transit equipment to measure for a project. Is required to be available for emergencies.

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

Essential Functions:

(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 manual and machine assisted maintenance, repair and construction work of roads, sidewalks, bridges, curbs, storm water systems, catch basins and drainage ditches, etc. Operates front loader for snow operations only
- Performs parks and grounds maintenances and construction such as: mowing of grass, weeds and brush; rakes and picks up leaves and other debris; clears culverts, drains, roads, ditches, and hydrants; maintains parks, open spaces, cemeteries, playing fields, and other grounds including trash removal;
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Spreads sand, gravel and asphalt. Lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheelbarrows, forklift and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Performs heavy labor and various unskilled and semi-skilled tasks essential to municipal operations and public service and assisting other departments as needed moving furniture, stock food bank, move voting machines, etc. Use a wide variety of power, pneumatic and hand tools.
- Assists with preparing, maintaining and performing job site and work safety practices. Performs work in a safe manner and follows all safety regulations.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, clean and washes vehicles and equipment reports problems to mechanic.
- Performs set up and take down labor for numerous town events including at, parks, or town facilities.
- Performs minor building maintenance tasks at town buildings such as painting, light carpentry, etc.
- Performs tree trimming and removal of trees as needed
- Performs all duties of Laborer as needed, assists Mechanic with vehicle repairs as needed; performs routine vehicle maintenance such as replacement of parts and oil changes.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue training and technical education to meet needs of position
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or GED with a minimum of 2 years of construction and heavy vehicle driving experience; or any equivalent combination of education, experience and training

Special Requirements:

Must have and maintain: A valid CT CDL Drivers License. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the safe practices of driving heavy vehicles; strong working knowledge of road, drainage and storm water construction and maintenance; knowledge of proper tools to use for different public works maintenance or construction jobs; working knowledge of park maintenance; strong working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment.

Ability: Ability to follow written and oral instructions; ability of 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 deal effectively and maintain working relationships with town employees; ability to understand policies and procedures.

Skill: Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools; aptitude for working with construction projects; aptitude for working with people as a team to complete projects and maintaining effective working relationships.

Errors and Omissions:

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold		X		

Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration (Jack Hammer – Trucks)			X	
Other-Road Traffic				X
Other-Emergency storms			X	
Other-Operation of Front Loader-snow operations		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/Grip				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing				X
Other-Driving (sometimes 8-20 hours)				X
Other- Manual labor (use of shovel)			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds (with assistance if needed)		X		
Over 100 pounds (with assistance if needed)		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)