

**Town of Duxbury  
Highway Department  
Maintenance Worker**

**FLSA Status:** Non-exempt/Full-time

**Reports To:** Highway Department Supervisor

**Work Hours:**

In general, regular summer workweek hours are 6:00 a.m. to 4:30 p.m. Monday through Thursday, and regular winter workweek hours are 7:00 a.m. to 3:30 p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Winter weather conditions and certain summer projects will require overtime hours. Overtime is likely to exceed 8 hours per day and may often include work on Saturdays or Sundays in winter.

**OBJECTIVE/PURPOSE**

Under the general direction of the Highway Supervisor 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, vehicles, and equipment.

**DUTIES AND RESPONSIBILITIES**

- Operates 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 guardrails.
- Installs and changes grader and snowplow blades and wings on trucks as necessary with another crewmember.
- 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 Highway Supervisor 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 periodic 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 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 work space.
- 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 all safety training offered/sponsored by the municipality.
- Wears all required personal protective equipment (PPE) and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

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

- At least one-year experience driving dump trucks and plowing snow as well as one-year experience operating heavy equipment is required.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires awareness of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, limb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required;
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.

- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

## **EDUCATION AND TRAINING**

- High school diploma or equivalent required or two years of relevant experience required.
- Valid driver's license and clean driving record are required.
- Valid Commercial Drivers License (CDL) Level B required.
- OSHA 10-hour or 30-hour certification desired.

## **TOOLS/TECHNOLOGY**

- Must safely operate machinery and equipment including but not limited to: plow truck dump truck, loader, grader, excavator, roadside mower, chipper, compactor, power washer, etc.
- Must safely use hand tools and power tools such as jackhammer 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 be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lift or move up to 75 pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.

## **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 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 & DRUG FREE WORKPLACE**

The Town of Duxbury is an Equal Employment Opportunity employer, and maintains a Drug-Free workplace.

**SIGNATURES**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Highway Department Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date