

WESTFORD ROAD CREW MEMBER JOB DESCRIPTION

Updated September 2018

I Official Title

Road Crew Member (non-exempt)

II Job Definition

Under the general direction of the Road Foreman 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. Hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions, larger road projects and emergency situations will require additional hours that are likely to exceed normal workday hours and include work on weekends, especially in winter.

III Job Expectations

- Works under the direct supervision of the Road Foreman, but is ultimately subject to the hiring, firing, discipline and commendation by the Selectboard
- Wear all required personal protective equipment (PPE) and follow established safety procedures and precautions at all times and be respectful of Town property and equipment
- Be courteous and respectful toward members of the public at all times and show respect for residents' concerns as well as their private property
- Repair and maintain all paved and gravel town highways
- Plow, sand and salt paved and gravel town highways and related maintenance
- Load, unload and safely deliver highway material and Town-related cargo
- Haul materials and equipment to and from job sites
- Perform specific public works projects directed by the Road Foreman
- Perform a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs and general road maintenance and construction
- Communicate to the Road Foreman items along his/her route, or otherwise, that need attention (e.g. trash/debris along roadside, signs in disrepair, missing etc., low hanging brush/trees, etc.)
- Perform minor maintenance and repair of Town equipment
- Complete recordkeeping requirements on a daily basis, including but not limited to timesheets, work logs and vehicle logs
- Ensure that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful
- Ensure that operation of Town highway equipment is in compliance with safety procedures
- Complies with all municipal policies and state and federal regulations
- Act on behalf of the Road Foreman when so directed
- Attend seminars upon approval of the Road Foreman
- Perform all related types of work as directed by the Road Foreman

IV Knowledge, Skills and Ability Requirements

- 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
- 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, climb 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.
- 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 A or B required.
- OSHA 10-hour or 30-hour certification desired.

V Physical and Mental Demands

- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lift or move up to 80 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 be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Must adhere to all federal drug and alcohol testing requirements.

VI 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

The Town of Westford is an Equal Employment Opportunity employer.

Employee Acknowledgement

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

Employee Printed Name

Employee Signature Date

Selectboard Approval

Selectboard Chair Signature Date