

2003

HIGHWAY DEPARTMENT LABORER

JOB SUMMARY

Performs a variety of heavy semi-skilled and unskilled manual work in the construction, repair, cleaning, and maintenance of Town roads, culverts, and other public works projects. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions. May safely and efficiently operate some light construction equipment.

SUPERVISION RECEIVED

Works under the direct supervision of the Road Agent or designated supervisor who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Routinely performs various semi-skilled tasks essential to public works operations, including mowing grass, digging trenches, laying asphalt, patching pot holes, cutting and chipping brush and tree limbs, laying pipe, repairing, replacing, and cleaning storm drains, sweeping roads, picking up litter along roadsides, and other duties associated with maintaining and reconstructing roads.
2. Operates light equipment necessary to maintain and repair Town roads and properties, including snow blower, lawn mowers, weed whacker, chipper, chain saw, and other hand and power equipment.
3. Maintains Town properties, including sweeping sidewalks, shoveling sidewalks, and mowing lawns. Performs minor or routine building repairs as needed.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Ability to learn the basic duties in road maintenance and

construction; ability to use simple hand and power tools used for highway maintenance and construction work; ability to perform simple and routine manual labor; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to follow State and local laws, rules, regulations, and policies and procedures; ability to detect errors in equipment operations; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisor and coworkers, Town officials and employees, contractors, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Some prior experience working for a highway department preferred. Possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities; AND willingness to work outdoors under extreme weather conditions.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work. Regularly works outdoors under hazardous road conditions, in varying and extreme weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery and standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.

HIGHWAY DEPARTMENT LABORER

JOB SUMMARY

Performs a variety of heavy semi-skilled and unskilled manual work in the construction, repair, cleaning, and maintenance of Town roads, culverts, and other public works projects. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions. May safely and efficiently operate some light and heavy construction equipment.

SUPERVISION RECEIVED

Works under the direct supervision of the Road Agent or designated supervisor who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

4. Routinely performs various semi-skilled tasks essential to public works operations, including mowing grass, digging trenches, laying asphalt, patching pot holes, cutting and chipping brush and tree limbs, laying pipe, repairing, replacing, and cleaning storm drains, sweeping roads, picking up litter along roadsides, and other duties associated with maintaining and reconstructing roads.
5. Operates light equipment necessary to maintain and repair Town roads and properties, including snow blower, lawn mowers, weed whacker, chipper, chain saw, and other hand and power equipment.
6. Performs curbside pickup of Town residents' trash; empties refuse from trash cans into trash compactor truck. Empties dumpsters located at Town dump and at Town Hall.
7. Works at Town dump one day per week and as needed; directs the public as to the proper locations for disposal of refuse.
8. May operate heavy equipment involved in highway maintenance and construction projects, including backhoe, loader, bull dozer, snow plow and wing, and salting/sanding truck.

9. Washes and maintains appearance of Highway Department equipment and vehicles as needed.
10. Maintains Town properties and cemeteries, including sweeping sidewalks and mowing lawns.
11. Available to meet emergency situations during Winter weather; plows and hauls snow, and spreads salt and sand.
12. Assists at Town meetings by erecting and dismantling voting booths; moves furniture in municipal buildings as directed; assists at Town library as needed moving books.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Some knowledge of State laws and regulations pertaining to motor vehicle operations. Ability to learn the basic duties in road maintenance and construction; ability to operate construction equipment and tools used for highway maintenance and construction work; ability to use simple hand and power tools; ability to learn to operate and maintain heavy-duty construction and road maintenance equipment, including a backhoe, loader, bull dozer, snow plow and wing, and salting/sanding truck, and other similar heavy construction equipment; ability to perform simple and routine manual labor; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to follow State and local laws, rules, regulations, and policies and procedures; ability to detect errors in equipment operations; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisor and coworkers, Town officials and employees, contractors, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a valid CDL-B. Some prior experience working for a highway department preferred. Possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities; AND willingness to be on call to meet emergency situations and to work outdoors under extreme weather conditions.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work. Regularly works outdoors under hazardous road conditions, in varying and extreme weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, household garbage, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery and standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.

HIGHWAY DEPARTMENT LABORER

JOB SUMMARY

Performs heavy unskilled and semi-skilled manual labor in constructing and maintaining public roads. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions. May operate some light and heavy equipment. Responsible for the safe and efficient operation of all Highway Department equipment used in the construction and maintenance of streets, culverts, and other public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Road Agent who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment. Consults with Road Agent when unexpected hazards arise and with regard to any mechanical malfunctions. After instructions have been given, work is generally performed without direct supervision.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs various semi-skilled tasks essential to public works operations, including mowing, digging, laying asphalt, cutting and chipping brush; limbing trees, laying pipe, replacing culverts, and other duties associated with maintaining and reconstructing roads.
2. Performs preventative and routine maintenance on construction equipment; makes minor repairs to equipment and reports any major repairs that may be required to the Road Agent.
3. Uses and performs preventive and routine maintenance on hand tools and other machinery, including movers, brush cutters, chain saws, and weed whackers.
4. May occasionally operate light and heavy construction equipment.
5. Available to meet emergency situations; prepares equipment for Winter weather; plows and hauls snow, and spreads salt and sand.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; knowledge of State laws and regulations pertaining to motor vehicle operations and the spillage law; knowledge of the workings and operations of gas and diesel-powered engines. Operating knowledge of hydraulics. Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work. Ability to use simple hand and power tools; ability to perform simple and routine manual labor; ability to operate heavy construction equipment, including a snow plow and wing, sander, and dump truck; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to read and interpret work orders and plans; ability to detect errors in equipment operations and maintenance; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisor and coworkers, Town officials and employees, contractors, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; possession of a valid CDL-B with at least one year driving experience; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

2002

HIGHWAY DEPARTMENT LABORER
(PART-TIME)

JOB SUMMARY

Performs heavy unskilled and semi-skilled manual labor in constructing and maintaining public roads. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions. Responsible for the safe and efficient operation of all Highway Department equipment used in the construction and maintenance of streets, culverts, and other public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Road Agent who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment. Consults with Road Agent when information is needed and when unexpected hazards arise. After instructions have been given, work is generally performed without direct supervision.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs various semi-skilled tasks essential to public works operations, including sweeping, raking, shoveling, and digging; locating and filling potholes; cutting and chipping brush and trees; removing roadside debris; and other duties associated with maintaining and reconstructing roads.
2. Clears roads of rocks, dirt, fallen limbs and trees, or other road hazards.
3. Clears and maintains catch basins and culverts to keep water flowing out of the roadways.
4. Controls traffic during road construction projects.
5. Maintains traffic control signs, keeping them clearly visible to motorists.
6. Controls hornets and bees along roadways to eliminate danger to motorists and pedestrians.

7. Tracks beaver dams which can cause road damage.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; knowledge of State laws and regulations pertaining to motor vehicle operations. Operating knowledge of hydraulics. Skill in the operation of equipment and tools used for highway maintenance and construction work. Ability to use simple hand and power tools; ability to perform simple and routine manual labor; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to read and interpret work orders and plans; ability to detect errors in equipment operations and maintenance; ability to understand and follow oral and written instructions; ability to attend training courses while employed in this position; ability to establish and maintain effective working relationships with supervisor and coworkers, Town officials and employees, contractors, and the public.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; possession of a valid driver's license; CDL-B preferred; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

2002

HIGHWAY DEPARTMENT LABORER

JOB SUMMARY

Performs heavy unskilled and semi-skilled manual labor in constructing and maintaining public roads. Exercises some judgment and resourcefulness in applying maintenance methods and correcting hazardous road conditions. May operate some light and heavy equipment. Responsible for the safe and efficient operation of all Highway Department equipment used in the construction and maintenance of streets, culverts, and other public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Road Agent who assigns work and directs and evaluates work on a continuous basis for conformance with instructions and for the safety and care exercised in operating equipment. Consults with Road Agent when unexpected hazards arise and with regard to any mechanical malfunctions. After instructions have been given, work is generally performed without direct supervision.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

6. Performs various semi-skilled tasks essential to public works operations, including mowing, digging, laying asphalt, cutting and chipping brush; limbing trees, laying pipe, replacing culverts, and other duties associated with maintaining and reconstructing roads.
7. Performs preventative and routine maintenance on construction equipment; makes minor repairs to equipment and reports any major repairs that may be required to the Road Agent.
8. Uses and performs preventive and routine maintenance on hand tools and other machinery, including movers, brush cutters, chain saws, and weed whackers.
9. May occasionally operate light and heavy construction equipment.
10. Available to meet emergency situations; prepares equipment for Winter weather; plows and hauls snow, and spreads salt and sand.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment operation. Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects; knowledge of State laws and regulations pertaining to motor vehicle operations and the spillage law; knowledge of the workings and operations of gas and diesel-powered engines. Operating knowledge of hydraulics. Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work. Ability to use simple hand and power tools; ability to perform simple and routine manual labor; ability to operate heavy construction equipment, including a snow plow and wing, sander, and dump truck; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to read and interpret work orders and plans; ability to detect errors in equipment operations and maintenance; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with supervisor and coworkers, Town officials and employees, contractors, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent; possession of a valid CDL-B with at least one year driving experience; possession of sufficient physical ability to perform the required tasks; OR any combination of education and experience which demonstrates the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.