

# Town of Lincoln Highway Maintenance Worker

## Town of Lincoln

### HIGHWAY MAINTENANCE WORKER

**FLSA Status:** Non-exempt

**Full Time or Part Time:** Full-time

**Reports To:** Road Foreman, Selectboard

**Job Summary:** This position serves as a Highway Maintenance Worker for the Town of Lincoln Highway Department, carrying out a variety of highway and town maintenance related tasks. The position requires experience in and a willingness to learn highway maintenance and repair, and requires mechanical ability as well as record keeping and communication skills. This position is full-time, 40 hours a week plus overtime as needed and requires a flexible schedule.

**Work Hours:** In general, the regular work week hours are 6:00 a.m. to 2:00 p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather, certain summer road projects, or emergency situations may require additional hours that are likely to exceed normal workday hours and may also include work on Saturdays, Sundays, and holidays, especially in winter.

#### **Duties and Responsibilities:**

- Operate commercial motor vehicles and other related equipment such as a grader, excavator or backhoe while performing timely and effective maintenance of all municipal roads including, but not limited to, plowing, spreading sand, salt, and gravel, as well as other duties necessary to facilitate safe travel conditions.
- Perform timely and effective repair and maintenance of right of way (ROW) and drainage systems, including ditches and the cleaning, repair and replacement of culverts, brush/branch/tree removal, and clearing roads of trees and limbs from storm damage, etc.
- Install and change snowplow blades and wings on trucks with another crew member.
- Perform all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil compaction and all related work.
- Identify and communicate in a timely manner to Road Foreman all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Perform brief daily inspections and routine maintenance, including washing, 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.
- Effectively gather and prepare tools and/or equipment, including work zone safety equipment as needed to complete the day's work, and return to proper storage by the end of the work day.
- Respond effectively to requests and concerns expressed by the public and/or report requests and concerns to Road Foreman.
- Complete recordkeeping requirements on a daily basis including: timesheets and vehicle logs.
- Participate in all safety training offered/sponsored by the municipality.
- Wear all required personal protective equipment (PPE); know and follow safety procedures and precautions at all times.

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- Ensure that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Comply with all municipal policies and state and federal regulations.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- Must have excellent judgment, decision making, customer service, and communication skills.
- Must safely and skillfully operate municipal trucks while seated for long periods of time.
- Must maintain strong safety awareness, problem solving, and critical thinking skills.
- Requires knowledge of and strict adherence to safe excavation and trenching practices.
- Must ably anticipate, recognize, communicate about, and respond to maintenance and repair needs in order to prevent problems.
- Must be able to think and act proactively with regard to safety, equipment operation, equipment maintenance and efficient operations of the Highway Dept.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety and other appropriate training.
- Must willingly receive and apply constructive feedback.

### **Experience, Education and Training**

- At least one-year experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is desired.
- 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 Driver's License (CDL) Level A or B or ability to get a CDL required.
- OSHA 10-hour or 30-hour certification desired.

### **Physical and Mental Demands**

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to evaluate and solve problems with sound judgement.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must be able to frequently and repeatedly lift or move up to 50 pounds and occasionally lift or move up to 100 pounds with the assistance of another Highway Maintenance Worker.
- Dexterity and visual acuity are needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that may include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to manual labor and vice versa.
- 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.

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- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.
- Ability to stand and work over uneven or slippery terrain is required.
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

### Work Environment and Conditions

- Most work occurs in trucks, outdoors on municipal roads, or in the municipal garage.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods
- Exposure to biting insects, plants, and 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 Employer

The Town of Lincoln is an Equal Employment Opportunity employer.

### Signatures

#### Employee Acknowledgement

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

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

\_\_\_\_\_  
Date

#### Supervisor Approval

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

#### Selectboard Approval

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

\_\_\_\_\_  
Date