

**TOWN OF JERICHO, VT**  
**JOB DESCRIPTION**  
**HIGHWAY MAINTENANCE LEVEL 2**

**Definition:**

Skilled manual work and heavy truck operation on highway projects and snow and ice removal; occasional use of construction equipment; all other related work as required.

**Distinguishing Characteristics:**

Works under the general supervision of the Road Foreman and the direction of the Crew Foreman.

Performs a variety of duties with a highways field crew or as an individual and operates assigned equipment in accordance with established procedures and methods; occasionally makes judgments based on problem analysis.

Makes frequent contacts with other employees and the general public to respond to complaints and questions.

Errors could result in delay of work projects, poorly constructed and maintained highways and facilities, damage to costly equipment, personal injury, loss or delay of service.

Work requires occasional moderate physical effort; snow plowing requires frequent strenuous physical effort; work is performed under varying weather conditions, with exposure hazards associated with traffic, equipment operation, and construction activities.

**Duties and Responsibilities:**

- Repairing and maintaining all paved and gravel town highways.
- Plowing, sanding, and salting paved and gravel town highways, and related maintenance.
- Loading, unloading, and safely delivering highway material and Town-related cargo.
- Hauling materials and equipment to and from job sites.
- Performing specific and varied public works projects directed by the Crew Foreman.
- Performing a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs, and general street maintenance and construction.
- On a regular basis, communicating to the Crew Foreman, items along his/her route, or otherwise, which need attention, i.e., trash/debris along roadside, signs in disrepair, missing, etc., low hanging trees/brush, etc.
- Occasional use of heavy equipment, including but not limited to: loader and back-ho
- Performing minor maintenance and repair of town equipment.
- Ensuring that operation of town highway equipment is in keeping with safety procedures.
- Attending Vermont Local Roads seminars.
- Exercise caution and follow established safety rules at all times, and be respectful of Town property and equipment.

**Requirements of Work:**

- Ability to receive constructive criticism
- Ability to respond to the public with courtesy and professionalism
- Ability to recognize maintenance and repair problems which could cause major costs later if not repaired.
- Ability to respond on a 24-hour basis when contacted.
- Physical strength and agility sufficient to perform strenuous laboring tasks under various conditions (ex. the ability to carry and change grader blades, and snowplow blades weighing up to 120 lbs.).

- Physical ability and schedule flexibility to work extra hours as required by weather conditions; may include night and/or holiday work.

### **Education, Training and Skills:**

- High school diploma or equivalent.
- The Highway Worker must have a valid Class B Vermont Commercial Driver's License.
- Minimum of 2 years experience in highway maintenance, construction procedures and methods and the operation of large trucks.
- Experience operating chainsaws, weed whackers, wood chippers and other related equipment.
- Knowledge of Personal Protective Equipment requirements.

### **Physical Demands/Work Environment:**

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.