



JOB DESCRIPTION

LAST UPDATED 10/18/2023

Job Title	Highway Maintenance Worker
Reports To	Highway Foreman
Classification	Non-Exempt, Union, Full-Time
Salary	Grade A
Direct Reports	None

Job Summary

Skilled manual work in the operation of public works equipment for all highway division projects involving the maintenance of city streets, sewers, parks, and other city property, including proficient use of all City owned or rented heavy equipment. All other work as assigned.

Essential Functions

Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.

1. Performs labor as necessary to successfully complete assigned tasks. Operates equipment incidental to the work or task.
2. Performs manual tasks in assisting with all highway division projects including, but not limited to resurfacing and widening roadways, patching potholes, painting road markings, repairing guardrails, mowing, building/repairing sidewalks, constructing/repairing drainage structures, constructing/repairing wastewater structures, cleaning wastewater and stormwater lines, clearing vegetation and other tree related work.
3. Operates a snowplow, sidewalk plow, sander, and spreader. Assists with snow and ice management activities.
4. Available to assist in public works related emergency work.
5. Performs duties requiring independent judgment and in accordance with established safety and operational procedures.
6. Ensures time and work is accounted for on work orders.
7. Makes routine contacts with other city divisions related to Public Works and occasional contact with the public.
8. Supports the coordination of activities between all staff and other departments within the city. Performs other tasks or functions as necessary to accomplish City and Department goals and objectives.

Minimum Qualifications

1. High school diploma, two years of experience in parks, landscaping, or public works maintenance activities; or equivalent combination of education and experience, preferred.
2. Possession of Vermont CDL B license with tanker endorsement or ability to obtain within six months.

Knowledge & Experience

1. Working knowledge of the methods, techniques, materials, and equipment involved in the maintenance, repair, and construction of roads, drainage, and wastewater systems.
2. Working knowledge of snow and ice control techniques and practices.
3. Demonstrated ability and skill in the operation of a variety of vehicles and equipment.
4. Demonstrated ability to follow standard safety practices.
5. Demonstrated ability to communicate both verbally and in writing, including electronically.

Working Conditions

Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.

Internal: Internal work may include occasional work performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. The noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External: External work requires constant exposure to highway maintenance, construction and other locations while performing highway maintenance work which includes exposure to environmental hazards and various weather conditions. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

Physical Demands

Work includes frequent moderate and occasionally strenuous physical effort required in performing work under field conditions while operating heavy equipment and with exposure to inclement weather and a variety of hazardous conditions associated with construction and maintenance sites. Physical demands may include reaching, pushing, pulling, carrying, and operating objects or heavy tools and power equipment for construction and maintenance projects including chainsaw, drills, jack hammer, etc.

