



# TOWN OF WAITSFIELD

## ROAD DEPARTMENT Road Maintainer Job Description

### **PURPOSE AND GOALS OF WORK**

The purpose of the Road Department is to maintain a safe, pleasant, and economical road system for the people of Waitsfield and for visitors to the Town. To this end, the road crew plans work and equipment schedules to make wise use of the Town's resources. The crew works cooperatively and courteously with the public to attain these goals and communicate the importance of the Department's work and constraints of its resources.

### **NATURE AND VARIETY OF WORK**

Maintainers operate a variety of vehicles, including pick-up trucks, dump trucks, graders, loaders, light rollers, jackhammers, chain saws, snow plows, sanders, and salters. During the summer, vehicles are operated chiefly for the purpose of hauling road materials, equipment or supplies; in winter, snow plowing and removal, sanding and salting are the major duties. When not driving, workers perform miscellaneous laboring duties in connection with Road Department maintenance and construction activities such as cleaning ditches and culverts, guard rails repair, cutting and mowing along roadsides, performing preventative maintenance tasks and making minor repairs and adjustments on vehicles.

### **RESPONSIBILITY AND SUPERVISORY RELATIONSHIPS**

Maintainers will receive instructions from and be supervised by the Road Forman who is responsible for carrying out the established policies and procedures. Like all Town personnel, Maintainers are ultimately responsible to the Selectboard and are expected to work cooperatively with the Road Commissioner and other Town personnel. Each Maintainer is responsible for the safe operation of equipment they are assigned to. Maintainers may occasionally be called upon to supervise helpers and laborers engaged in the department's work. Road Department personnel will also be required to be on-call 24 hours a day, seven days a week, from November 15 to April 15 of each year, which means being reachable by telephone, cell phone, pager, or some other reliable device.

### **SKILLS REQUIRED**

Skill in handling controls for starting, stopping, backing, and driving vehicles, judging overhead and side clearances, turning radii, braking distances, etc., and knowledge of safety rules and regulations for moving vehicles are of paramount importance to this position. Related to these is knowledge of loading and securing techniques to ensure safe cargo delivery. In addition,

Maintainers should have the initiative and mechanical ability to make minor repairs and adjustments to motor vehicles. Maintainers must possess a valid commercial driver's license (CDL) at the time of hire and be able to legally operate the types of equipment described above.

Since Maintainers spend a portion of their time in highway repair and maintenance, they should have some knowledge of methods used in such laboring during as repairing shoulders, hard-surfaced roads and sidewalks, repairing guard rails, cutting brush and grass, and cleaning and installing culverts. Communication and interpersonal skills should include the ability to understand and follow oral and written instructions, to keep simple records, and to generally cooperate effectively with supervisors, co-workers, contractors, and the general public.

Physical requirements include adequate vision and hearing. Maintainers should have the physical agility to perform the types of work in this description, including being able to operate vehicle controls, to lift objects to be hauled, and to work out-of-doors for extended periods of time under adverse weather conditions. During snow removal operations, workers may be required to work long hours and be able to endure severe fatigue.

Adopted by the Selectboard on June 1, 2009.