
HUNTINGTON HIGHWAY SEEKING 2 ROAD CREW MEMBERS

* FULL-TIME with GREAT BENEFITS *

ROAD CREW MEMBERS must have the ability to operate and maintain heavy equipment including plow & dump trucks, graders, loaders, backhoes, and tractors. The job involves a wide variety of light to heavy manual labor including pavement patching, grading & ditching, culvert replacement & maintenance, brush & tree removal, ditching, and other tasks. Must be available for overtime for winter plowing and emergency repairs.

See the attached job description for further information.

.

All workers will be required to have a Class B CDL. Willing to train the right candidate.

Applications (available at www.huntingtonvt.org) will be reviewed upon receipt. See the Town website for the full job description. Contact the Town Administrator at townadmin@huntingtonvt.org / 434-4779 for more info.



Job title	<i>Highway Crew Member</i>
Reports to	<i>Road Foreman</i>
Job Pay Category	<i>Non – Exempt – Full Time</i>

Job Purpose

To perform a wide variety of highway and Town maintenance and improvement tasks for Town roads, bridges, and equipment.

Primary Duties and Responsibilities

- Operating a dump truck in a wide variety of highway maintenance tasks including spreading sand and salt, and plowing snow.
- Performing general road construction and maintenance including paving and patching, grading and ditching work, culvert replacement and maintenance, bridge maintenance, roadside mowing, and brush and tree removal.
- Performing light to heavy manual labor as required.
- Carrying out a regular maintenance schedule for routine and preventive maintenance of equipment, checking equipment to make sure all safety mechanisms are in proper operating condition, and performing light maintenance on equipment as required.
- Gathering materials and equipment required to complete jobs, and operating equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work/tasks.
- Following proper safety procedures for all work being performed.
- Accurately reporting and filling out road maintenance logs including daily time sheets, activity work logs, vehicle logs, and other paperwork as required by Road Foreman.
- Recognizing and communicating to the Road Foreman actual and potential highway-related problems or hazards.
- Following weather conditions affecting highways and be prepared to work if called by the Road Foreman, giving high priority to winter maintenance (plowing, sanding, and salting operations) and storm damage repair.
- Complying with all Town personnel policies, drug testing requirements, and applicable State and Federal regulations.
- Reporting any and all accidents or injuries to the Road Foreman, Town Administrator, or Selectboard within 24 hours of an event and completing the necessary accident reporting forms.
- Report unusual personnel problems to Selectboard in a timely manner.
- Maintaining all required licenses or certifications required to perform job responsibilities, and participating on ongoing training at the direction of the Road Foreman.
- Performing such other work as deemed necessary by the Road Foreman or the Road Foreman’s designated back-up.
- Performs other duties as required/assigned.

Lead Highway Road Crew Member

- Has basic Computer Skills.
- Handles administrative and purchasing tasks.
- Manages crew member tasks and make decisions in the absence of Road Foreman.
- Works effectively with Town Administrator and Selectboard.

Minimum Qualifications

Qualifications include:

- Education
 - High school education or GED.
- Specialized knowledge
 - Highway construction procedures, methods, and practices
- Skills

- Basic carpentry skills
- Chainsaw skills
- Abilities
 - Operate all highway equipment, including but not limited to: dump truck (double and single axle, plowing and salting), chainsaw, grader, backhoe, excavator, mower, culvert thawer, chlorine spreader, and front end loader.
 - Perform regular maintenance on equipment and vehicles.
 - Communicate effectively with town citizens.
 - Ability to communicate, work and interact with co-workers, Town employees, volunteers, officials, and the general public in a professional, courteous, and respectful manner
- Personal characteristics
 - Team player
 - Willing to continue personal development (classes, etc)
- Professional Certification
 - Commercial driver's license (Class B).
- Experience
 - 1 year of experience in highway maintenance preferred

Working Conditions

- Work overtime, evenings, and weekends based upon need.
- Withstand exposure to and work under varying weather conditions, exertion of physical labor, and perform physical task such as bending, lifting, carrying, and digging.

Physical Requirements

- Must be able to lift and/or move up to 100 pounds.

Direct Reports

N/A

Approved by:	
Date Approved:	
Reviewed:	<i>September 7, 2022</i>