TOWN OF WINDHAM, VT

ROAD CREW PERSON

JOB DESCRIPTION

**Job Summary**

The position is for a working crew member for the Town of Windham Highway Department, carrying out a variety of highway and town maintenance related tasks. This position requires mechanical ability, record keeping and communication skills with a preference given for experience in highway maintenance and repair. The position is full-time, 40 hours per week, requiring a flexible schedule which may include nights, weekends and holidays, as well as overtime. This position requires 24/7 availability during the winter months.

**Level of Responsibility**

The Highway Crew member works under the direct supervision of the Road Foreman or the Road Commissioner, if so appointed.

**Major Duties**

The Highway crew member’s duties shall include, but not be limited to, the following:

* Operate all town heavy equipment in a wide variety of highway maintenance tasks including spreading sand and salt, plowing snow, etc.
* Perform light to heavy manual labor as required.
* Perform light maintenance to equipment, check equipment to make sure all safety mechanisms are in proper operating condition.
* Gather materials and equipment required to complete jobs.
* Operate equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work.
* Participate in administrative requirements of Road Crew, including timesheets, work logs, vehicle logs, etc.
* Comply with all Town personnel policies, and State and Federal regulations.
* Follow directions regarding proper safety procedures.
* Comply with crew drug testing requirements.
* Perform such other work as deemed necessary by the Road Foreman or their designee.

**Qualifications**

The Highway Crew member will have the following qualifications:

* Possess at least a high school diploma or GED;
* Commercial Driver’s License, with proper endorsements;
* Possess public works or related construction work experience;
* Knowledge of road construction and maintenance, culvert installation, etc.;
* Experience driving trucks, plowing snow and operating heavy equipment;
* Knowledge of highway maintenance practices and road repair techniques in all weather conditions;
* Knowledge of paving and paving materials and practices, drainage and culvert construction or willingness to learn;
* Knowledge of safe gravel pit practices;
* Ability to perform routine service and maintenance of Town Highway Department

equipment;

* Ability to deal with the general public in a positive and civil manner;
* Ability to communicate well, and to work well with others;
* Ability to withstand exposure to varying weather conditions and exertion of significant physical effort;
* Possess basic computer record keeping skills;
* Willingness to participate in continuing education opportunities;
* Any other tasks assigned by the Foreman or Select Board

**Term of Employment**

The Highway Crew member will be hired by the Selectboard after a successful completion of a medical examination and drug test, a CDL license, interview(s), reference, background and driver’s license checks. Terms of employment, compensation and benefits will be set by the Selectboard. A six month probationary period will be a condition of employment.

**Evaluations**

Evaluations detailing the performance of the Highway Crew member will be performed in accordance with the Windham, VT personnel policy, during which the employee will be afforded an opportunity to respond.

**Compensation and Benefits**

Salary and benefit package, including vacation, sick time and insurance, will be negotiated with the Selectboard annually and will be based on satisfactory job performance. Full-time road crew receives paid holidays per the Town of Windham’s Personnel Policy.

Adopted April, 2018

Select Board:

Kord Scott

Bob Kehoe

Maureen Bell