



Highway Laborer/Equipment Operator

Department: Public Works Dept.

Division: Public Works

Reports to: Highway Foreman

PG 1/Tier 1:

FLSA Status: F/T Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary:

Forty (40) hours – FULL TIME, Monday through Friday 7:30am-4:00pm. Work involves responsibility for the safe and efficient operation of heavy-duty trucks and equipment used in the construction and maintenance of streets, catch basins, and other public works projects. Personnel in this class are also responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as the loading and unloading of material and the performance of unskilled and semi-skilled work on construction and maintenance projects.

Supervision Received:

Works under the general supervision of the Highway Foreman. After instructions have been given, work is generally performed without direct supervision. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment

Supervision Exercised:

When assignment dictates, provides general supervision to other crew members.

Essential Job Functions and Responsibilities:

- Regularly operates one or more of the following pieces of equipment: front-end loader, street sweeper, snow plow, grader, backhoe and other equipment. Services equipment and makes minor field repairs and adjustments; reports need for any repair to supervisor.
- Operates on an emergency and seasonal basis, trucks and equipment. Services equipment for winter snow removal and other cleanup operations.
- Operates dump, flat bed, or other trucks in picking up and delivering materials, debris and supplies; services vehicles with gas, oil, and water and performs minor maintenance work; notifies supervisor of any repair needs; operates trucks on road maintenance and street construction work; hauls cold patch, gravel and rocks.
- Seasonal duties include plowing and hauling snow, spreading salt and sand, operating tractors, climbing trees, laying pipe, building and cleaning catch basins, sweeping streets, painting roads, making and placing road signs, patching roads, and maintaining and reconstructing roads.
- Trouble shoot problems including those caused by storms and accidents.

Other Job Functions:

- Performs other related duties as assigned by supervisor.

Qualifications Required:

High school diploma or equivalent, with minimum of one (1) years' experience in the operation and maintenance of construction and heavy equipment; experience in general labor work; possession of a CDL-B license required or be able to obtain license within 6 months of start date; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Knowledge of:

Knowledge of the functions, operating methods and care required for the heavy and light equipment used in public works projects. Knowledge of, and ability to use, various hand and power tools used in municipal maintenance work. Knowledge of the work hazards, safety practices and traffic laws relating to equipment operation and the operation of equipment under inclement conditions. Knowledge in the operation and care of maintenance and construction equipment. Ability to understand, follow and give oral and written instructions. Ability to establish and maintain effective working relationships with Department Heads, Town Officials, employees and the public.

Education:

- Attends additional classes relative to position.

Working Conditions:

Work is performed under the following conditions:

The nature of this position requires participation in physical activities, including excessive heavy lifting and carrying; therefore, the employee is required to be in, and maintain, upper and lower body strength and good overall physical condition. Works frequently outdoors under varying weather conditions; heat, cold, wet, icy slippery, muddy, noisy, etc. Frequently work is performed with exposure to fumes and noise from operating motors, requiring standing and considerable walking with a possibility of cuts from sharp-edge tools and parts, and burns from hot surfaces of motor and exhaust pipes. Also exposed to herbicides, pesticides, fuels, solvents and other chemicals.

Physical Activity Requirements:

Lift: up to 10 lbs: Frequently Required; 11-25 lbs: Frequently Required; 26-50 lbs: Frequently; Over 50 lbs: Frequently	Bending: Frequently Required.
Carry: up to 10 lbs: Frequently Required; 11-25 lbs: Frequently Required; 26-50 lbs: Frequently; Over 50 lbs: Frequently	Reaching: above shoulder height: Frequently Required; at shoulder height: Frequently Required; below shoulder height: Frequently Required
Push/Pull: Frequently Required.	Twisting: Frequently Required

Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and information
Sight: Necessary for performing job effectively

Summary of Occupational Exposures:

Some exposure to cleaning fluids. The employee may be exposed to fuels, solvents, paints and other chemicals associated with the maintenance and operation of Public Works Department.

***EEO Statement:** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

Signatures:

This job description has been approved by all levels of management:

Town Manager: _____ Date: _____

Finance Director: _____ Date: _____

Department Head: _____ Date: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____