



# Equipment Operator/Truck Driver/Laborer

Highway/Fleet Division  
Department of Public Works  
Town of Raymond

**Department:** Public Works Dept.

**Division:** Public Works

**Reports to:** HWY Lead Foreman/Fleet Foreman

**Wage Range:** \$23.00-\$25.40/Hour

**FLSA Status:** F/T Non-Exempt

**Union:** AFSCME

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:**

Work hours are 7:30am – 4:00 p.m.; Monday – Friday\*

\*(except during emergency operation events, must be available 24/7, year-round and possible summer schedule adjustments)

Performs a variety of public works projects including the construction, maintenance, and repair of streets, sidewalks, and bridges as well as assists in the Town vehicle maintenance and inspection program.

## **Supervision Received:**

Work is performed with considerable independence under the general administrative direction of the Senior Highway Foreman and Fleet Foreman.

## **Supervision Exercised:**

None.

## **Essential Job Functions and Responsibilities:**

- Regularly operates one or more of the following pieces of equipment: Mowers of various sizes, leaf vacuum, leaf blower, tractor, infield groomer, backhoe, and other specialized equipment. Drives trucks, front end loaders, plows snow/treats roads and utilizes other equipment as may be required.
- Responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of material and the performance of unskilled and semi-skilled work on construction and maintenance projects.
- Services and maintains equipment and makes minor field repairs and adjustments; reports need for any repairs to supervisor.
- Operates on an emergency and seasonal basis trucks and equipment for winter snow removal and other seasonal cleanup operations.
- Assists the Fleet Foreman in the day-to-day vehicle maintenance operations and inspections for all Town vehicles.

## **Other Job Functions:**

- Performs other related duties as assigned by supervisor.

### **Qualifications Required:**

High school diploma or equivalent, technical and managerial coursework, including computers desirable; plus three (3) years progressively responsible experience in municipal public works; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. CDL-B required.

### **Knowledge of:**

Knowledge of and the 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 (Town of Raymond Safety Manual Policies). Knowledge in 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 general public.

Knowledge of functions, operating methods and care required for the heavy and light equipment used in highway projects.

**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. *Must be available 24 hours a day in case of emergencies.*

### **Physical Activity Requirements:**

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

### **Sensory Requirements:**

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

**Licensure/Certification Requirements:**

CDL-B required or ability to ascertain CDL-B within first year of employment. Ability to obtain certification to conduct NH State Motor Vehicle Inspections on Town vehicles if needed.

**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: \_\_\_\_\_