

Town of Danby Job Description Form

DATE: , - - - -	Department: Roads
TITLE: Road Crew Worker	
SUPERVISOR: Road Commissioner, Thomas Fuller Jr.	
GENERAL SUMMARY	
A road crew for the town is primarily responsible for the maintenance and repair of the town highway system and associated equipment, and secondarily responsible for the maintenance of town facilities and building. Under the direction of the Road Foreman, the road crew members operate the equipment and provide the labor to maintain and repair the town facilities including, but not limited to: road grading, trucking, snow plowing and sanding roads, brush clearing, road repair, light building and facility maintenance and other assigned tasks.	
CONTACTS	
Supervises	☒ No supervisory responsibilities ☐ Has supervisory responsibilities
OVERTIME STATUS	
☐ Exempt (salaried – not eligible for overtime) ☒ Nonexempt (hourly – eligible for overtime)	
JOB QUALIFICATIONS	
Minimum Education	High School Diploma, GED, Trade School or equivalent experience.
Minimum Work Experience	Five years progressive experience in roadway maintenance or related field, preferred.
Required Licenses/Certifications	Current, valid Vermont Commercial Driver's License
Physical	Must pass DOT Physical and Drug Test. See also Working Conditions below.
JOB REQUIREMENTS	
Required Skills, Knowledge, and Abilities	Note: The statements herein are intended to describe the general requirements for work being performed by the employee in this job. They are not intended to be construed as an exhaustive list of all requirements, responsibilities, duties and/or skills required of personnel so employed. - Knowledge and ability to operate the town road equipment - Knowledge of the principles, practices and techniques associated with the maintenance and repair of gravel and surfaced highways. - Skill in handling controls for starting, stopping, driving, and backing the town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance. - Knowledge and application of the techniques and practice for safe heavy equipment operation including: safe lifting heights, loading and load securing techniques, and dump safety. - Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Application of these rules are required at all times, on the public way, and also in remote situations. - The initiative and mechanical ability to accomplish minor repairs, adjustments and other maintenance tasks on town vehicles and equipment. - The skills in communication and interpersonal relations to understand and follow oral and written instructions and keep records and cooperate effectively with fellow workers and supervisors. Exemplary conduct when interacting with the general public is an absolute necessity in this position.

- Must maintain a current and valid Commercial driver's License.

SECTION TWO: ESSENTIAL FUNCTIONS

Essential Functions encompass those tasks, duties, and responsibilities that are critical and fundamental to the job and comprise the means of accomplishing the job's purpose and objectives. They are the major functions for which the person in the job is held accountable. This is not intended to be an exhaustive list of any and all duties performed by the incumbent. The Foreman and/or the Road Commissioner may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled.

1. Safely operate town road maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood chippers, and other equipment required for the maintenance of roads.
2. Safely operate various hand machinery such as chain saws, weed or brush trimmers, culvert thawers, mowers, welders, shovels, picks, rakes and other hand operated equipment necessary for road and buildings maintenance.
3. During the winter months the duties chiefly require snow plowing, snow removal, sanding, salting, patching and culvert thawing. These duties frequently occur at irregular times and hours.
4. During Spring, Summer, and Fall duties include major repair, rebuilding, construction, grading and re-grading of gravel roads and the repair and patching of asphalt roads. Activities include repair of gravel as well as asphalt roads, culvert installations, hauling of materials and supplies, hauling of moving equipment, cleaning ditches and culverts, keeping guard posts and rails & bridge abutments free of vegetation, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the town roads.
5. Road crew members are responsible for the general maintenance of the town road department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year.
6. In addition to the above duties, road crew members are also responsible for routine maintenance of town buildings, facilities, and minor building repairs, assistance to other town employees and contractors when appropriate, and other duties as assigned.

WORKING CONDITIONS

Physical demands of the position: Employee spends a significant amount of time in the field completing hands-on maintenance work. Duties typically involve moderate to heavy physical activity and exertion, including heavy lifting. Employee is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment and other dangers associated with road and other maintenance activities. Employee must have the strength, stamina and physical coordination required to participate in maintenance activities such as lifting extremely heavy items and walking for extended periods of time. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme hot and severe cold weather.

Duties regularly require evening, night, weekend and holidays work; may require occasional response to facility-or road-related emergencies.

Position works 40 hours per week-generally, Monday through Friday 7:00 AM to 3:30 P.M. with 30 minutes for lunch optional at the employee's discretion. The time for beginning work on any shift shall be fixed by the Town and may be changed from time to time. (Per union contract between the Town of Danby and the United Steelworkers.)

Position is eligible for overtime, per the Town's policies and state and federal law.

On this date I have read, understood and agree with the position description and job-specific functions of my position. I understand the skill requirements and am qualified to perform said duties.

Road Commissioner

Date

Foreman

Date

Employee

Date

Town of Danby Job Description Form

DATE: 11/19/2020	DEPARTMENT: Roads
TITLE: On-Call Road Crew Member	
SUPERVISOR: Road Commissioner	

GENERAL SUMMARY

A road crew member for the town is primarily responsible for the maintenance and repair of the town highway system and associated equipment, and secondarily responsible for the maintenance of town facilities and buildings. The On-Call Crew Member has no set regular hours but is called in as-needed by the Road Commissioner. The On-Call road crew member operates the equipment and provides the labor to maintain and repair the town facilities including, but not limited to: road grading, trucking, snow plowing and sanding roads, brush clearing, road repair, mowing, light building and facility maintenance and other assigned tasks.

CONTACTS

Supervises	☒ No supervisory responsibilities ☐ Has supervisory responsibilities
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OVERTIME STATUS

☐ Exempt (salaried – not eligible for overtime)
☒ Nonexempt (hourly – eligible for overtime as required by law)

JOB QUALIFICATIONS

Minimum Education	High School Diploma, GED, Trade School or equivalent experience.
Minimum Work Experience	Five years progressive experience in roadway maintenance or related field, preferred.
Licenses/Certifications	Current, valid Vermont Driver's License required; current, valid Vermont Commercial Driver's License (CDL) or eligibility therefore preferred.
Physical	Must pass DOT Physical and Drug Test, if required for CDL. See also Working Conditions below.

JOB REQUIREMENTS

Required Skills, Knowledge, and Abilities	Note: The statements herein are intended to describe the general requirements for work being performed by the employee in this job. They are not intended to be construed as an exhaustive list of all requirements, responsibilities, duties and/or skills required of personnel so employed. - Knowledge and ability to operate the town road equipment. - Knowledge of the principles, practices and techniques associated with the maintenance and repair of gravel and surfaced highways. - Skill in handling controls for starting, stopping, driving, and backing the town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance. - Knowledge and application of the techniques and practice for safe heavy equipment operation including safe lifting heights, loading and load securing techniques, and dump safety.
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	• Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Application of these rules are required at all times both on the public way and also in remote situations. • The mechanical ability to accomplish minor repairs, adjustments and other maintenance tasks on town vehicles and equipment as needed. • The skills in communication and interpersonal relations to understand and follow oral and written instructions and keep records and cooperate effectively with fellow workers and supervisors. Exemplary conduct when interacting with the general public is an absolute necessity in this position. • Must maintain a current and valid Vermont Driver's License. If the employee has a CDL, the employee must maintain his or her CDL
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SECTION TWO: ESSENTIAL FUNCTIONS

Essential Functions of the On-Call Road Crew Member position encompass those tasks, duties, and responsibilities that are critical and fundamental to the job and comprise the means of accomplishing the job's purpose and objectives. They are the major functions for which the person in the job is held accountable. This is not intended to be an exhaustive list of any and all duties performed by someone in the position. The Road Commissioner may use discretion when assigning duties to employees in accordance with applicable town policies and collective bargaining agreement(s) in order to ensure that the Highway Department's responsibilities and duties are fulfilled.

1. Safely operate town road maintenance equipment as and when needed, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood-chippers, and other equipment required for the maintenance of roads.
2. Safely operate various hand machinery as and when needed, such as chain saws, weed or brush trimmers, culvert thawers, mowers, welders, shovels, picks, rakes and other hand operated equipment necessary for road and buildings maintenance
3. During the winter months, the duties, when required, chiefly involve snow plowing, snow removal, sanding, salting, patching and culvert thawing. These duties frequently occur at irregular times and hours.
4. During Spring, Summer, and Fall duties, when required, include major repair, rebuilding, construction, grading and re-grading of gravel roads and the repair and patching of asphalt roads. Activities may, as needed, include repair of gravel as well as asphalt roads, culvert installations, hauling of materials and supplies, hauling of moving equipment, cleaning ditches and culverts, keeping guard posts and rails & bridge abutments free of vegetation, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the town roads and as directed by the Road Commissioner.
5. The On-Call Road Crew Member may be called upon to perform or assist with the general maintenance of the town road department equipment. Both preventative and corrective maintenance tasks and adjustments may be asked of the On-Call Road Crew Member from time to time.
6. In addition to the above duties, the On-Call Road Crew Member may be asked to perform routine maintenance of town buildings, facilities, and minor building repairs, assistance to other town employees and contractors as needed, and other duties as assigned by the Road Commissioner from time to time.
7. Complies with all municipal policies and state and federal regulations.

WORKING CONDITIONS

Physical demands of the position: When called in to work, the employee will spend a significant amount of time in the field completing hands-on and physical work. When called in to work, the employee must be able to regularly perform moderate to heavy physical activity and exertion, including heavy lifting. The employee will be assigned to work sites with treacherous terrain, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment and other dangers associated with road and other maintenance activities. The employee must be able to respond immediately to vehicle horns and voice communication. The employee must have the strength, stamina and physical coordination required to participate in maintenance activities when needed, such as lifting extremely heavy items and walking for extended periods of time. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme hot and severe cold weather. If the employee has a CDL, he or she must adhere to all federal and state drug and alcohol testing requirements applicable to holders of such licenses, including, but not limited to, passing a preemployment drug screen. Employee must also comply with any

drug and alcohol testing required by the Town of Danby's insurance carrier.

This is an on-call position. There are no regularly set hours. Duties may require evening, night, weekend, and holiday work. It may also require occasional response to facility-or road- related emergencies as directed by the Road Commissioner. This is a Union position.

On this date I have read, understood and agree with the position description and job-specific functions of my position. I understand the skill requirements and am qualified to perform said duties.

Road Commissioner

Date

Selectboard Chair

Date

Employee

Date

Town of Danby

On this date I have read, understood and agree with the position description and job specific functions of my position. I understand the skill requirements and am qualified to perform said duties.

Signature of Applicant

Date