

**TOWN OF MANCHESTER  
JOB DESCRIPTION FORM**

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

**Title:** Road Crew/Equipment Operator

**Department:** Department of Public Works

**Supervisor:** Jeff Williams

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

**General Summary**

Under the direction of the Department of Public Works Director, and Highway Foreman, the Department of Public Works Associate is responsible for maintenance, repairs, and operation associated with Town-owned roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repair and improvement of Town buildings, grounds and parks.

**Knowledge, Skills and Abilities Required**

- Knowledge of the maintenance, repair, operation and improvement of roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repairs, improvements and operation of buildings, grounds, and parks.
- Knowledge of road and sidewalk maintenance, including snow and ice removal.
- Ability to perform work within generally accepted safety practices and adhere to OSHA and VOSHA regulations.
- Ability to interact constructively with the public, building and road users.
- Valid Vermont CDL, or the ability to obtain one within 6 months of start date.
- Satisfactory driver's record, and ability to maintain license during employment.
- Ability and skill in operating heavy machinery, trucks and other equipment.
- A high school diploma is highly preferred.

**Duties and Responsibilities**

- Assist in the maintenance of town owned buildings.
- Assist in road resurfacing projects such as drainage and bridge construction.
- Remove snow and ice from Town owned highways, roads and sidewalks and parking lots.
- Adhere to Town policies adopted by Selectboard and Town Manager.
- Assist in the care of Town parks, grounds and trees.
- Respond to emergencies in Town buildings and on Town roadways, including holidays, weekends and nights, as necessary.
- Work cooperatively with Department of Public Works Employees to ensure the efficient and effective operation of Town government.
- Perform other related work assigned by the Department of Public Works Director and Town Manager.

**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 maintenance activities and road and sidewalk maintenance. 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 require evening, night, weekend and holiday work; may require occasional respond to facility- or road-related emergencies.
- Position works 40 hours per week – generally, Monday through Friday, 6:00AM to 2:30PM with 30 minutes for lunch.
- Position is eligible for overtime pay, per the Town's Personnel Code and state and federal law.

**Disclaimer**

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

**Approvals**

_____	_____
<b>Department Head</b>	<b>Date</b>
_____	_____
<b>Town Manager</b>	<b>Date</b>
_____	_____
<b>Employee</b>	<b>Date</b>

The Town of Manchester is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on qualifications, merit, and Town needs.