

Town of Hardwick

Job Description: Public Works Technician I

Department: Highway

Definition and Distinguishing Characteristics: The incumbent in this position performs highway maintenance work for the Town of Hardwick involving a variety of tasks relating to the Town's highway system and Village work as necessary. Tasks are focused on maintaining Town and Village roads and streets and associated infrastructure. The incumbent may also operate highway trucks and equipment and should have a Commercial Driver's License. The employee is also expected to perform routine maintenance and repair work on Town equipment. Routine work is performed under the supervision of the Hardwick Public Works Foreman. The Town Manager may also provide some level of direct supervision as well as employees temporarily designated to the role of supervisor when the Public Works Foreman is away from his or her duties.

Examples of Work: Operates and maintains all Town equipment as directed including but not limited to the Town bucket loaders, trucks and other equipment as necessary. The employee may perform basic paving repair, highway marking, patching potholes and surfaces, bridge washing, sweeping, flagging traffic, mowing, repairing road shoulders, cleaning the roadsides, cutting trees and brush, and cleaning drains. Duties may involve serving as a member of a work crew and using laboring, and hand tools and power equipment to complete assigned tasks. Inspects sections of highways for hazardous conditions and encroachments and reports them to the supervisor.

Environmental Factors: Duties require the ability to withstand exposure to extreme outdoor weather. An incumbent must be available for considerable overtime during heavy snowfall or other emergencies. Employee may be required to report to work outside of his/her normal work schedule and must be reachable by phone. An employee must be able to use tools and lift materials commonly used in routine maintenance work. Normal dangers associated with work on or near heavy equipment, hazardous materials, and debris from roadside litter are present. Hazards are always present when working on roads with moving traffic. Participation in a random drug and alcohol-testing program is required. Overtime work is required, particularly during the winter months, and is considered a condition of employment.

Essential Elements: This position requires that the incumbent have the ability to sit for long periods of time driving equipment as outlined herein. It requires the ability to climb and walk on uneven surfaces and the ability to stand in one area for 15 to 30 minutes at a time. Maintenance work often requires the employee to get under equipment to perform maintenance activities, hook up equipment, and to install tire chains. Work requires occasional lifting of 40 to 50 pounds, and regular lifting of 10 to 20 pounds. The ability to perform these essential elements is a requirement for the satisfactory performance of the responsibilities of this position.

Minimum Qualifications:

Knowledge, Skills and Abilities:

- Knowledge of proper use of laboring and hand and power tools and equipment used in transportation maintenance and construction activities.
- Knowledge of transportation repair and maintenance methods.

- Ability to operate and maintain the highway maintenance equipment and vehicles.
- Ability to keep records of time and materials involved in assigned role.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to deal appropriately with the public.
- Ability to communicate effectively as required in the class role of this position.
- Ability to use basic math and understand scientific principles of water or wastewater treatment.
- Ability to perform a variety of maintenance or construction activities in equipment and repair and maintenance methods.
- Ability to understand and follow complex oral and written instructions.
- Ability to operate computers and computerized equipment.
- Ability to apply skills learned from on-the-job experience and classroom training to road maintenance and repair work.

Education and Experience: High School diploma or equivalent AND two (2) years or more of work experience in construction, equipment operation, or related manual labor.

Note: The employee must acquire a Class A or B Commercial Driver's License (CDL).

Special Requirements: An incumbent must live within reasonable proximity of assigned workstation. An incumbent must complete all required drivers safety coursework as recommended by the Vermont League of Cities and Towns and other work related training as identified by management.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and understand the job description for which I am assigned.

Print Name

Signature

Date