

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Road Crew Worker Job Description

Summary of Duties and Responsibilities:

A Road Crew Worker for the Town of Pomfret is primarily responsible for the maintenance and repair of the Town highway system and associated equipment, and secondarily responsible for maintenance of town facilities and buildings. 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 tasks as assigned.

Specific Duties and Responsibilities:

- 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 woodchippers, and other equipment required for the maintenance of the roads.
- 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.
- 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.
- 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 installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing guard posts and rails, installing road signs, cutting brush, mowing roadsides, and other tasks associated with the maintenance and repair of the Town roads.
- 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 through out the year.
- The Road Crew Members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on equipment logs and time sheets.

- In addition to the above duties, Road Crew Members are also responsible for routine maintenance of town buildings and facilities, including but not limited to cleaning, trash collection and minor building repairs, assistance to other Town employees and contractors when appropriate, and other duties as assigned.

Supervision:

Road Crew Members report to the Road Foreman and receive specific instructions from the Road foreman, who is responsible for carrying out established policies and procedures. The employee is responsible to receive these instructions, and accomplish the task assigned in a safe, timely, and cost efficient manner.

Skill requirements:

Knowledge and ability to operate the Town road equipment, including but not limited to 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 safety rules and regulations for the operation of heavy equipment including: safe lifting heights, practice, loading and load securing techniques, and dumping safety. Application of these rules is required at all times, on the public way, and also in remote situations.

Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.

The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

Ability to keep accurate records of time and materials.

This position requires skill in communication and interpersonal relations to:

- interface with the general public in a professional manner,
- understand and follow oral and written instructions,
- cooperate effectively with fellow workers and supervisors.

Physical Requirements:

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

CDL License:

Maintaining a current and valid Vermont Commercial Drivers License (CDL) is required.

Education:

High School Diploma, GED, or similar equivalent education is required.

Terms of Employment:

The position is a full time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable.

Road Crew Members are hired by the Selectboard after interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. Six month probationary period will be a condition of employment. Road Crew Members will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his/her employment. Road crew members must annually authorize a Vermont DMV Record Request.

Evaluations:

Annual evaluations detailing the performance of the Road Crew Members will be performed by the Road Foreman, during which the Road Crew Members will be afforded an opportunity to respond to the evaluation.

Training:

All Road Crew Members are required to complete required ICS classes within the six month probationary period and complete at least 6 hours of other training annually.

Compensation and Benefits:

Salary and benefit package will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

APPLICATION FOR EMPLOYMENT ROAD CREW WORKER

Date of Application

Name

Date of Birth

Social Security #

Street Address

Phone Number

Cell Phone Number

Town State Zip Code

Fax Number

E-Mail Address

Highest Level of Education Completed

Date Graduated

CDL License # _____ Expiration Date _____ Restrictions _____

Driver's License # _____ Expiration Date _____ Restrictions _____

DRIVER EXPERIENCE

	YES	NO	Years Experience	License Endorsements
Class A	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Class B	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Class C	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Grader	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Loader	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Excavator	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Backhoe	<input type="checkbox"/>	<input type="checkbox"/>	_____	

APPLICATION FOR EMPLOYMENT ROAD CREW MEMBER

Vehicle Owned_____
Make/Year_____
Insurance Co._____
Policy #**ACCIDENT HISTORY FOR PREVIOUS 3 YEARS**

Date of Accident	Nature of Accident	Fatalities or Personal Injuries

MOTOR VEHICLE VIOLATIONS (OTHER THAN PARKING) – FOR PREVIOUS 3 YEARS

DATE OF CONVICTION	OFFENSE

Note: Background information provided is subject to confirmation.

APPLICATION FOR EMPLOYMENT ROAD CREW MEMBER

EMPLOYMENT HISTORY – MOST RECENT FIRST

1. _____
Company Supervisor

Address Town State Phone Number

Dates of Employment Hourly Wage/Salary Type of Work Done

2. _____
Company Supervisor

Address Town State Phone Number

Dates of Employment Hourly Wage Type of Work Done

3. _____
Company Supervisor

Address Town State Phone Number

Dates of Employment Hourly Wage Type of Work Done

Note: Supervisors may be contacted for references

Other References in addition to past supervisors (optional)

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION FOR EMPLOYMENT ROAD CREW MEMBER

Reasons for Applying for Employment

Goals

Additional Comments

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time. I acknowledge that any employment offers will be contingent on passing a pre-employment drug screening.

Signature

Date

APPLICATION FOR EMPLOYMENT ROAD CREW MEMBER



Vermont DMV Record Request

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation
dmv.vermont.gov

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000

Requests for Vermont Department of Motor Vehicles records must be submitted on this form. This form may be photocopied for your convenience. The form must be completed in ink. Please print all information, except signatures, which must be written.

*** ALL APPLICABLE SECTIONS OF THIS FORM (FRONT AND BACK) MUST BE COMPLETED TO OBTAIN THE REQUESTED INFORMATION. ***

Signature Required on Back of Form

Requester Name:		DBA/Company:	
Town of Pomfret, Vermont		Town of Pomfret, Vermont	
Mailing Address:	Street/Box Number:	5218 Pomfret Road,	
	City, State, Zip:	North Pomfret, VT 05053	
Mail to (If different than above address):		Telephone Number:	
		(802) 457-3861	
<input type="checkbox"/> Listings of 1 through 4 current or expired registrations – \$6.00		<input type="checkbox"/> Certified copy of suspension notice – \$6.00	
<input checked="" type="checkbox"/> Listing of 1 through 4 current or expired operator's license – \$6.00		<input type="checkbox"/> Certified copy of reinstatement notice – \$6.00	
<input type="checkbox"/> Certified copy of current or original registration application – \$6.00		<input type="checkbox"/> Certified copy of title – \$6.00	
<input type="checkbox"/> Certified copy of expired operator's license application – \$6.00		<input type="checkbox"/> Certified copy of vehicle title search, title info, lien info. – \$20.00	
<input type="checkbox"/> Certified copy individual accident report – \$10.00		<input type="checkbox"/> Certified copy of vessel, snowmobile or ATV title search – \$13.00	
<input type="checkbox"/> Certified copy police accident report – \$15.00		<input type="checkbox"/> Certified copy of 3 year operating record (Vermont only) – \$13.00	
<input type="checkbox"/> Insurance information of accident – \$6.00		<input type="checkbox"/> Certified copy of complete operating record (Vermont only) – \$16.00	
<input type="checkbox"/> Statistics and research – \$35.00 per hour		<input type="checkbox"/> Certified copy of proof of mailing – \$6.00	
<input type="checkbox"/> Periodic inspection sticker record – \$6.00		<input type="checkbox"/> Certified copy of mail receipt – \$6.00	
<input type="checkbox"/> Lists of registered dealers, transporters, periodic inspection stations, rental vehicle companies, fuel dealers and distributors (including gallons sold or delivered) – \$6.00 per page			
<input type="checkbox"/> Other – Write explanation on reverse side of this form. All other items of information requested will be furnished at a minimum charge of \$6.00.			

• DO NOT MAIL CASH! • Make check or money order payable (in U.S. funds only) to: VT DEPARTMENT OF MOTOR VEHICLES.

FOR DEPARTMENT USE ONLY

Audit Line: →

I am requesting information concerning:

VIN Number		Vehicle Make	Vehicle Year	VT License Plate #	Expiration Date	
Name		VT Driver License Number		Date of Birth		
Street/Box Number				Social Security Number		
City		State	Zip Code			
Date(s) you want covered, if applicable (does not apply to driving records)						
Month	Day	Year	Through	Month	Day	Year

AUTHORIZATION OF RELEASE OF INFORMATION

I hereby, with my signature, authorize (print name of person or business you are authorizing):

Town of Pomfret, Vermont

- ☒ To perform a one-time search of the VT Department of Motor Vehicles files (pertaining to me) and any resulting reports.
☐ To perform a one-time authorization to transact business (pertaining to me) with the VT Department of Motor Vehicles.

Signature of individual authorizing release:

Date authorization given:

Information requested (be specific, if necessary use separate sheet of paper):

The information requested may be disclosed if its use is authorized under the Driver Privacy Protection Act. The information being requested is:

↓ You must initial inside the appropriate box(es)/category(ies) below:

- | | |
|-----|---|
| 1. | For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person acting on behalf of a government agency in carrying out its functions. Appropriate documents identifying requester are <u>required</u> *. |
| 2. | For use in connection with matters of motor vehicles or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers. <i>An explanation that details the reason(s) why you feel you qualify under this category <u>must</u> be attached to this document.</i> |
| 3. | For use in the formal course of business by a legitimate business or its agents, employees, or contractors:
a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
b. If the information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
Appropriate documents identifying requester are <u>required</u> *. |
| 4. | For use in connection with any proceeding in any court or government agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of any court. <i>An explanation that details the reason(s) why you feel you qualify under this category <u>must</u> be attached to this document.</i> |
| 5. | For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals. <i>An explanation that details the reason(s) why you feel you qualify under this category <u>must</u> be attached to this document.</i> |
| 6. | For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating, or underwriting. Appropriate documents identifying requester are <u>required</u> *. |
| 7. | For use in providing notice to the owner or lien-holder of a towed or impounded vehicle. |
| 8. | For use by any licensed private investigative agency or licensed security service for any purpose permitted under this section. Appropriate documents identifying requester are <u>required</u> *. |
| 9. | For use by an employer, of its agent or insurer, to obtain or verify information relating to a holder of a commercial driver's license which is required under the Commercial Motor Vehicle Safety Act of 1996 [Title XII of Public Law 99-570]. |
| 10. | For use in connection with the operation of private toll transportation facilities. |
| 11. | For any use specifically authorized by law that is related to the operation of a motor vehicle or public safety. <i>An explanation that details the reason(s) why you feel you qualify under this category <u>must</u> be attached to this document.</i> |
| 12. | Unrestricted or specified use with written consent of the person who is the subject of the information. ("Release portion" on other side of this form must be completed in full.) |

In requesting and using this information I acknowledge that this disclosure and any re-disclosure is subject to the Driver Privacy Protection Act (18 USC §2723). This is signed and the request made subject to the penalties of 18 USC §2723 and 23 VSA §202.

Signature of Requester:		Date:	
Driver License/Corporate Number of Requester:			

Upon receipt of this request by the Vermont Department of Motor Vehicles, it will be reviewed by the appropriate department personnel to determine whether this request conforms to (DPPA) protocol and requirements. Failure to meet these qualifications will result in a denial of your request.

* Appropriate documents identifying requester are required. You must include copies of your identification and documents verifying you are authorized to obtain this information. Failure to meet these qualifications will result in a denial of your request. If you are unsure what documents are required, call 802.828.2000

FOR DEPARTMENT USE ONLY – DO NOT WRITE ANYTHING BEYOND THIS POINT

This request is hereby denied as the record(s) is/are exempt from inspection and copying for the following reason:

- ☐ They are records which, by law, are designated confidential or by a similar term.
☐ They are records which, by law, may only be disclosed to specifically designated persons.

You have the right to appeal this denial to the Commissioner of Motor Vehicles (appeal must be in writing).

Vermont Department of Motor Vehicles: _____