

TOWN OF POMFRET

Heavy Equipment Operator/Road Crew Member
Job Description

Job Summary

A Road Crew Member 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, Road Crew Members operate highway 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.

Experience

1. 3-5 years operating excavators, graders, wheel loaders and roadside mowers.
2. 3-5 years commercial truck driving, dump truck preferred.
3. 3-5 years snow plowing, municipal highways with wing preferred.

Responsibilities

1. Safely operate town highway maintenance equipment, including but not limited to pickup trucks, dump trucks, bucket loader, road grader, excavator, tractors with and without various attachments including mowers and woodchippers, and other equipment required for the maintenance of the 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, duties include 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 regrading 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.

5. Road Crew Members are responsible for the general maintenance of the town highway equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year.

6. 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 the town's electronic time keeping system.

7. 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, assisting 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 of the town by its Selectboard. Road Crew Members are responsible for receiving these instructions, seeking clarification as need, and accomplishing tasks assigned in a safe, timely, and cost-efficient manner.

Skills Required

1. Knowledge and ability to operate the town highway 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 radius, braking distances, and backing clearance.

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

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

4. Ability to keep accurate records of time and materials.

5. This position requires skill in communication and interpersonal relations to interface with the public in a professional manner, understand and follow oral and written instructions, and cooperate effectively with fellow workers and supervisors.

Physical Requirements

Physical requirements include 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

A current and valid Commercial Driver's License (CDL) class A or class B with the ability to upgrade is required.

Education

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

Terms of Employment

The position is a full-time, non-exempt position. Availability for overtime is required, especially during adverse weather conditions, as necessary to keep the town roads serviceable. The Selectboard hires Road Crew Members after interview(s) and reference checks. The Selectboard will set terms of employment, compensation and benefits. A six-month probationary period is 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.

Other terms of employment may be found in the town's Personnel Policy, which is available on our website at https://pomfretvt.us/index.php/documents/.

Evaluations

Annual evaluations detailing the performance of 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. The Road Foreman will also conduct quarterly documented check-ins to monitor progress on job performance and to aid in more effectively completing the annual evaluation.

Training

All Road Crew Members are required to complete at least 6 hours of training annually related to their job responsibilities.

Compensation and Benefits

Salary and benefits package will be negotiated with the Selectboard annually and will be based on satisfactory job performance. Additional information about available benefits may be found in the town's Personnel Policy, which is available on our website at https://pomfretvt.us/index.php/documents/.

Disclaimers

This job description is intended to describe the general nature of this position and is not a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Pomfret is an equal opportunity employer.

End of Description



TOWN OF POMFRET

Road Crew Member
Job Application

General Instructions

Print or type all entries. Please complete all items as fully as possible. An incomplete or illegible application may jeopardize your opportunity for employment. Please review the job description above before completing this application to ensure you understand the position.

Completed applications may be submitted electronically to selectboard@pomfretvt.us or by hard copy mailed or hand delivered to 5218 Pomfret Road, North Pomfret, Vermont 05053, Attention: Selectboard.

General Information

Last Name _____ First Name _____ M.I. _____

Street Address _____

City/State/Zip _____

Email Address _____ Phone Number _____

If an offer of employment is made, can you submit proof that you are permitted to work in the U.S. under federal law? _____ Yes _____ No. *(Note: If you are hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)*

Please state position for which you are applying: _____

Special Skills (e.g., data entry, police training, EMT training, operate heavy equipment):

_____

_____

Have you ever been convicted for any offense that would (or did) disqualify you from holding a Commercial Driver's License (CDL)? _____ Yes _____ No. If yes, please attach a separate explanation.

Do you hold a valid driver's license? _____ Yes _____ No

Do you hold a valid CDL? _____ Yes _____ No

Highest level of education completed: _____

Professional licenses held: _____

List in chronological order any colleges, universities, technical, vocation and trade schools, and high schools attended. For each entry, please list (1) school name, (2) dates attended and (3) diploma or degree received.

_____

_____

_____

_____

Prior Experience

Please describe all previous work experience with present or most recent employment first. Please include any self-employment, service in the armed forces, substantial volunteer work, and periods of unemployment. If you held more than one job with the same employer, list each separately.

For each entry, please list the (1) company name and address, (2) your job title, (3) length of employment, (4) a brief summary of your job responsibilities, (5) the name and contact information of your supervisor, and (6) the reason you left the position. We will not contact prior employers unless you authorize us to do so below.

1. _____

_____

May we contact the above employer? _____ Yes _____ No

2. _____

_____

May we contact the above employer? _____ Yes _____ No

3. _____

_____

May we contact the above employer? _____ Yes _____ No

4. _____

_____

May we contact the above employer? _____ Yes _____ No

Equal Employment Opportunity

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Applicant Certification

I certify that my application and all attachments contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name may be removed from consideration, and if already employed, I may be dismissed from service and disqualified from applying in the future for any position of the Town of Pomfret.

_____ _____

Applicant Signature Date

Application Continues on Next Page

APPLICANT ACKNOWLEDGEMENT
OF DRUG & ALCOHOL TESTING REQUIREMENT

I understand that as a condition of employment, I must successfully complete a drug test as required by 49 CFR Part 655, Part 382, and Part 40, when requested by employer. I also understand that the employer may administer an optional pre-employment alcohol test if they so desire.

I understand that a negative drug test is required before I will be permitted to perform safety-sensitive duties. If a pre-employment alcohol test is administered, I understand that I must also be negative. I also understand that if I fail the required drug test or optional alcohol test that I will be eliminated from consideration for the above position and any other contingent offer of employment for that position will be withdrawn.

Applicant Signature	Date
Witness Signature	Date
Witness Printed Name	

Application Continues on Next Page

RELEASE AUTHORIZATION

To all courts, probation departments, selective service boards, physicians, hospitals, employers, education, and other institutions and agencies, without exception:

I, _____, am making application for employment with the Town of Pomfret, Vermont. As a result, an investigation is being conducted to determine my eligibility. Therefore, you are authorized to release to the Town of Pomfret, Vermont or its representative any and all information, documentary or otherwise pertaining to me. An electronic version of this authorization will be considered as effective and valid as the original.

_____ _____

Applicant Signature Date

_____ _____

Witness Signature Date

_____

Witness Printed Name

End of Application