

*Highway Maintenance Worker*  
**HIGHWAY MAINTENANCE WORKER**

**TOWN OF DANBURY NH**

**FLSA Status:** Non-exempt

Full Time

**Reports To:** Danbury Road Agent

**Work Hours:**

In general, the regular work week hours are 7 a.m. to 3:30 p.m. Monday through Friday from the fall to the spring and 6 a.m. to 4:30 p.m. Monday through Thursday from the spring to the fall. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions, certain summer projects or emergency situations will require additional hours that are likely to exceed normal workday hours and include work on Saturdays and Sundays, especially in winter.

**OBJECTIVE/PURPOSE**

Under the general direction of the Danbury Road Agent with ultimate responsibility to the Selectboard, this position advances the safe and effective functioning of the municipality's highway and maintenance operations through skilled, safety-focused and efficient labor in municipal construction projects and maintenance of municipal roads, vehicles, and equipment.

**DUTIES AND RESPONSIBILITIES**

- Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW), including plowing, spreading sand and salt, as well as compacting and grading gravel roads, to facilitate safe travel conditions.
- Performs timely and effective repair of all municipal roads, ROW, and drainage systems, including ditches and the cleaning, repair and replacement of culverts, installation of guard rails.
- Installs and changes grader and snowplow blades and wings on trucks as necessary with another crew member.
- Performs timely and effective maintenance of ROW along roads including mowing, trimming, brush/branch/tree removal, ditching and clears the roads of trees and limbs from storm damage, etc.
- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Identifies and communicates in a timely manner to the Road Agent all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.

- Effectively gathers and prepares tools and/or equipment (including work zone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Maintains neat and orderly storage and work space.
- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements on a daily basis including: timesheets, work logs, and vehicle logs.
- Participates in all safety training offered/sponsored by the municipality.
- Wears all required personal protective equipment (PPE) and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- At least one year experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is required.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires awareness of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, limb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required;
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

## **EDUCATION AND TRAINING**

- High school diploma or equivalent required or two years of relevant experience required.
- Valid driver's license and clean driving record are required.
- Valid Commercial Drivers License (CDL) Level A or B required.
- OSHA 10-hour or 30-hour certification desired.

## **TOOLS/TECHNOLOGY**

- Must safely operate machinery and equipment including but not limited to: plow truck dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.
- Must safely use hand tools and power tools such as jack hammer and chain saw.
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, etc.

## **PHYSICAL AND MENTAL DEMANDS**

- Frequently and repeatedly lifts or moves up to \_\_\_ pounds and occasionally lift or move up to \_\_\_ pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Must adhere to all federal drug and alcohol testing requirements.

## **WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods;
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

## **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered 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.