

**BARNARD ROAD CREW
MEMBER JOB
DESCRIPTION**

Revision August 3, 2022

I Official Title

Full-Time Non-Exempt Road Crew Member

II Job Definition

To participate as a Road Crew member in all aspects of town highway maintenance and improvements while always following safety standards and the Barnard Employee Policy. Reports to the Selectboard while being under the daily supervision of the Highway Foremen. This is a full-time, hourly rate position requiring a flexible schedule that may include nights, weekends, and holidays, particularly in the winter. Employment with the Town of Barnard is at-will. This is a "non-exempt" position under the Federal Fair Labor Standards Act.

III Duties and Responsibilities

Roadwork

- Haul materials and equipment to and from job sites
- Repair and maintain all paved and gravel town highways
- Perform a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs and general road maintenance and construction
- Plow and/or sand town roads
- Operate commercial motor vehicles and other related equipment while performing maintenance of all municipal roads and rights of way
- Perform town garage activities in an orderly and safe manner

Equipment

- Participate in inspection, repair and maintenance of highway equipment
- Help Foreman to maintain inventory of equipment, parts and supplies as required
- Exercise caution and always follow established safety rules and be respectful of Town property and equipment
- As directed by Foreman, keep up to date maintenance and repair records for all Town equipment
- Perform maintenance and repair of Town equipment
- Report any accident or damage to Town immediately to Foreman
- Operate Town highway equipment in compliance with safety procedures
- Load, unload and safely deliver highway material and Town-related cargo
- Ensure that Town equipment and vehicles are used for Town purposes only

Other

- Be familiar with and comply with rules & procedures established by the Foreman, the Town's Personnel Policy, as well as all other state and federal regulations
- Participate in all safety training offered/sponsored by the Town

Communication

- All interactions with colleagues, municipal officials and the public must be friendly, courteous and helpful

- Effectively respond to requests and concerns expressed by the public
- Notify or consult with adjacent property owners prior to any significant road work (e.g., tree removal, altering drainage patterns, etc.)
- Communicate collaboratively and professionally with the Selectboard, Regional Planning Commission, contractors, government agencies, engineers, State Police, utility companies and other stakeholders as necessary

Education/Training

- As required by the Selectboard

IV Knowledge, Skills and Ability Requirements

- Greater than 2 years of relevant experience
- Valid Vermont driver’s license, CDL Class B Auto Transmission minimum, clean driving record and ability to maintain a certified medical examiner’s certificate
- Possess physical strength and agility sufficient to perform strenuous laboring tasks under various conditions.
- Possess physical endurance and mental ability to concentrate while operating equipment for long hours during snow clearing operations and other emergencies, and stay in compliance with CDL requirements for work/rest rules of driving
- Possess physical ability and schedule flexibility to work extra hours as required by weather conditions; may include night hours and/or holidays
- Experience driving dump trucks, plowing snow and operating heavy equipment, at least 2 years experience preferred
- Ability to operate, maintain and repair heavy equipment (plow truck, grader, loader, etc.)
- Must live within a 30-40 minute winter time commute

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.

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 Barnard is an Equal Employment Opportunity employer.

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of the position.

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date