



Highway Maintenance Crew Member Job Summary and Application Instructions

To apply: Send a resume to Kevin Hewitt, Highway Foreman, kevinh@killingtontown.com, or PO Box 429, 2706 River Road, Killington, VT. The position will remain open until filled.

JOB SUMMARY

Maintenance workers are responsible for routine maintenance and repair work of Town highways. Duties typically require the use of a variety of tools and vehicles. Overtime work is required, particularly during the winter months, and is considered a condition of employment. A newly hired employee must complete all training and safety requirements and demonstrate knowledge and skills in the areas of maintenance and/or construction activities. Work is performed under the supervision of the Highway Foreman. Starting pay is between \$21 and \$25/hour depending on experience and qualifications.

DUTIES AND RESPONSIBILITIES

The Highway Maintenance Crew Member shall:

1. Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and right of way (ROW), including, but not limited to plowing, spreading sand and salt; and compacting gravel roads to facilitate safe travel conditions.
2. Performs timely and effective repair of all municipal roads, ROW, and drainage systems under the supervision of the Highway Foreman.
3. Performs timely and effective maintenance of ROW along roads including but not limited to mowing, trimming, brush/branch/tree removal, clearing the roads of trees and limbs from storm damage, basic patching of potholes and surfaces, sweeping, flagging, shoulder repair, etc.
4. Serves as a member of a work crew using labor and hand tools to complete assigned tasks.
5. Installs and repairs culverts, drainage ditches, and other town-owned infrastructure.
6. Interacts with the public in a positive manner that inspires confidence in the town.
7. 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.

8. Keeps accurate documentation such as timesheets, daily work sheets, and maintenance records.
9. Participates in all safety training offered/sponsored by the municipality.
10. Performs other work as deemed necessary by the Highway Foreman or his/her designee.
11. Take individual responsibility for working in a safe manner and adhere to the Town's safety policies.

SKILLS AND EXPERTISE

The Highway Maintenance Worker shall:

1. Possess at least a high school diploma or equivalent or two years of relevant experience.
2. Possess knowledge of the methods, materials, tools and equipment used in the maintenance, repair and maintenance of highways, bridges and other related highway operations including safety precautions.
3. Ability to communicate well with fellow employees and the general public.
4. Possess a current Vermont Motor Vehicle operator's license and have or obtain a Commercial Drivers License "B" within 6 months.
5. Possess an acceptable past work record.
6. Must pass pre-employment drug testing and random drug testing during employment.
7. Ability to develop institutional knowledge such as structures to avoid when plowing, techniques for plowing difficult sections, which routes to plow first, etc.
8. Ability to recognize highway maintenance and repair problems that could require significant maintenance if deferred.
9. Ability to work overtime including nights and weekends.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Highway Maintenance Worker shall be able to:

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear.
2. Walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
3. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds usually in cooperation with other employee(s).
4. Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
6. Ability to perform moderately strenuous duties under varying weather conditions for long hours.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Benefits Package

The Town of Killington offers a robust benefits package including:

- Vacation leave, sick leave, and 11 paid holidays
- Medical, Dental, and Vision Insurance
- Retirement benefits through the Vermont Municipal Employees Retirement System
- Life Insurance
- Uniforms
- Golf Privileges at the Green Mountain National Golf Course
- Membership with the Killington Pico Area Association