

NORTHFIELD MUNICIPAL JOB DESCRIPTION EQUIPMENT OPERATOR /LABORER

Job Title: **Equipment Operator / Laborer**
Department: **Town Highway Department**
Reports To: **Highway Foreman**
FLSA Status: **Non-exempt**

Nature of Work:

This position reports directly to the Highway Foreman. This position requires experience with all aspects of highway and bridge maintenance, equipment operation and maintenance, job safety, mechanical ability, any other tasks assigned by the Highway Foreman.

DUTIES AND RESPONSIBILITIES

- This position requires ability to operate town equipment and perform jobs assigned, including general hand labor, truck driving, plowing and sanding, paving and patching, maintaining equipment, roadside mowing, brush and tree removal, general road construction and maintenance, general equipment safety checks.
- Relate to Town citizens in a professional, courteous and respectful manner. Report complaints to the Highway Foreman.
- Accurately report on time sheets to Highway Foreman daily activities according to labor categories. Highway Foreman may assign hours to the proper time sheet labor category.
- Follow proper safety procedures for job being performed. Report any and all accidents or injuries to the Highway Foreman within twenty-four (24) hours of event. Accidents or injuries must be reported on forms provided by the Municipality. Bring personnel problems to the attention of the Highway Foreman.
- All purchases require prior approval of Highway Foreman or other authorized person. Provide copies of all receipts for purchases to Highway Foreman. No personal purchases through Municipal accounts.
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment as per instructions of Highway Foreman.
- Recognize and communicate to Highway Foreman any problems or hazards.
- Follow weather conditions affecting highways and be prepared to work if called by the Highway Foreman. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work.
- Maintain all required licenses or certifications required to perform their jobs.
- Any other tasks as assigned by the Highway Foreman relating to town operations.

Requirements of Work:

- Employee must possess a CDL-Class B operator's license;
- Operate hand tools, heavy equipment, light trucks, power tools and other highway department equipment;
- Use chainsaw and other tools to cut brush and trees along roadside;
- Interacts with the public in a positive manner that inspires confidence in the Municipality;
- Conducts safety inspection before using any municipally owned vehicle/equipment;
- Ability to work as part of a team;
- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.
- May be asked to assist with light carpentry projects;
- Ability to lift and/or remove up to seventy-five (75) pounds;
- Ability to use multiple forms of vision, including close vision, distance vision, peripheral vision, night vision and depth perception;
- Ability to recognize maintenance and repair problems which could require significant maintenance if deferred;
- Ability to perform moderately strenuous duties under varying weather conditions for long hours;
- Ability to work overtime;
- Must be conscious of safety equipment and practices;
- Ability to carry out written or oral directives or instructions;
- Ability to accept constructive criticism.

QUALIFICATIONS:**Education, Training and Experience**

- High school education or GED; 3 years experience in highway maintenance;
- Experience with heavy equipment operation, truck driving, road construction and road maintenance preferred.
- CDL-Class B license required:
- Basic knowledge of highway construction procedures and methods;
- Mechanical skills a plus.

PHYSICAL DEMANDS:

This is a physically demanding, outdoor job requiring the use of hands to operate equipment and the ability to stand, talk, and hear. The employee is often required to walk; sit for long periods of time; climb or balance; stoop, kneel, crouch or crawl. While performing the duties of this job, the employee regularly works in inclement weather conditions. The employee frequently works near moving mechanical parts and is often exposed to wet and or humid conditions and vibration.