

## Highway Maintenance and Equipment Operator Job Description

A Highway Maintenance and Equipment Operator works as a member of the Mendon Road Crew under the direct supervision of the Road Commissioner who in turn is supervised by the Selectboard. The Road Crew performs general maintenance and repair work on gravel and paved town highways, draining systems and town buildings and grounds.

General Tasks include:

- Flagging- flag motorists to warn them of obstacles or road repair ahead
- Drive truck and heavy equipment to remove snow and ice, sweep roads, haul material, excavate earth
- Operate equipment and mechanical devices including, but not limited to compactors, vibrators, power washers, chain saws, lawn mowers, weed whackers, brush chippers
- Haul and spread sand, gravel and rock to maintain town highways
- Inspect, clean and repair drainage systems, by hand and with the assistance of machine. Drainage systems include, but are not limited to, culverts, drainage pipes, catch basins, headwalls, slope protection and the like. Hand excavation and clearing of highway ditches is also included
- Maintains, repairs and installs by hand or machine, highway shoulders, ditches, potholes, trench patches, curbs, washouts and additionally clears or cuts brush and trees within the Town right of way and removes rubbish from roadsides
- Inspect, erect, and remove street signs and other related highway signs
- Conduct minor repairs and maintenance to vehicles and equipment which includes but is not limited to installing and removing accessories from equipment like plows and sanders, cleaning, washing and greasing equipment and vehicles.
- Clean, sweep and perform building maintenance
- Responds on a 24-hour basis to emergencies and winter maintenance when contacted and as requested by the Road Commissioner.
- Operates safely public works equipment, vehicles and equipment and participates in safety trainings and practice safe work techniques.
- Follow personnel policies and procedures
- Communicate with public, supervisors and peers in a professional manner and responds to requests for service/complaints in a positive manner.
- Coordinate work with others to accomplish tasks.

Must be in good physical condition able to bend, walk, climb hillsides.

Must frequently lift 35 lbs. and occasionally lift up to 100 lbs.

Must maintain valid Commercial Driver's License.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

(Reviewed and updated 2017)