

Assistant Road Commissioner: Highway Maintenance and Equipment Operator

Job Description

The Assistant Road Commissioner 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:

- Assist the Road Commissioner in completing tasks and duties charged to the Road Commissioner (see job description of Road Commissioner) The Assistant Road Commissioner will also act as Road Commissioner in the absence of the Road Commissioner.
- 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.

Facilities and Grounds Maintenance Worker

A Facilities and Ground Maintenance Worker is a member of the Mendon Road Crew under the direct supervision of the Road Commissioner who in turn is supervised by the Selectboard. The Facilities and Ground Maintenance performs general maintenance and repair work on town property, buildings and grounds. These include all town cemeteries, Town Office, Town Shop (also known as the Old Town Hall), Town Garage, and the Mendon Recreation Area.

General Tasks include:

- General Ground maintenance of town cemeteries which includes, but is not limited to, spring and fall clean-up, mowing, weed whacking and brush cutting.
- Care and maintenance of cemetery stones and fences as needed.
- Assist Cemetery Commissioner in preparing for burials.
- General ground maintenance of Town Office and Town Shop which includes but is not limited to spring and fall clean-up of property, edging & weeding gardens, mulching, mowing, weed whacking, and brush cutting.
- Bi-weekly cleaning of the Town Office which includes, but is not limited to, vacuuming carpets, dusting surfaces, mopping slate and linoleum floors, clean kitchen area, clean bathroom, remove trash and recycling.
- Bi-annual cleaning of the Town Office windows.
- Other repairs and maintenance projects as required at the Town Office.
- General ground maintenance of the Town Garage which includes, but is not limited to, spring and fall clean-up, mowing, weed whacking and brush cutting.
- General ground maintenance of the Mendon Recreation Field which includes, but is not limited to, spring and fall clean-up, weekly mowing in May and June based around baseball schedule of games, continued maintenance through rest of mowing season, inspection of play structures, maintenance of sheds and dugouts, weed whacking, removal of garbage.
- Operate equipment and mechanical devices including, but not limited to, power washers, chain saws, lawn mowers, weed whackers, brush chippers and vacuum.
- 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, and climb hillsides.

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

Must maintain valid 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.