

Seasonal Highway Maintenance and Facilities & Grounds Maintenance Job Description

A Seasonal Highway Maintenance and Facilities & Grounds Maintenance position 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, and draining systems. 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 Garage, and the Mendon Recreation Area.

General Tasks include:

- Flagging- flag motorists to warn them of obstacles or road repair ahead
- Drive truck and haul material
- Operate equipment and mechanical devices including, but not limited to compactors, vibrators, power washers, chain saws, lawn mowers, weed whackers, brush chippers, vacuum, blower
- 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
- 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.
- 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 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.