

## Seeking Highway Maintenance Worker

The Town of Woodbury is accepting applications for a Highway Maintenance Worker to join our Road Crew. This is a full-time position that requires a CDL (min Class "B") and the ability to work outside of regular working hours as necessary. Work takes place outdoors, in the equipment, or in the shop. The ideal candidate will have at least one year of experience in highway maintenance, including operation and maintenance of highway equipment.

The starting hourly wage (\$25-27) will depend on experience and qualifications. Woodbury offers excellent benefits, including health and dental insurance, paid time off, and an optional retirement plan. Candidates must be able to pass a physical as well as a drug test.

Contact the Town Office for a job application and job description ([clerk@woodburyvt.org](mailto:clerk@woodburyvt.org)) or 802-456-7051 to receive a paper copy in the mail, or stop at the Town Office at 1672 VT RT 14 in Woodbury. A job description and application can also be found on the Town web site [www.woodburyvt.org](http://www.woodburyvt.org).

The position will be open until filled.

Job Description and Application follow on the next pages.

# **TOWN of WOODBURY**

## **Highway Maintenance Worker Job Description**

### **Summary of Duties and Responsibilities:**

A Highway Maintenance Worker for the Town of Woodbury is primarily responsible for the maintenance and repair of the Town Highway system and associated equipment. Under the direction of the Road Foreman, or Select Board, crew members operate the equipment and provide the labor to facilitate highway grading, trucking, snow plowing and sanding highways, brush clearing, road repair, light building and facility maintenance, and other associated tasks as required.

### **Specific Duties and Responsibilities:**

- Safely operate Town highway maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood chippers, and other equipment required for the maintenance of the highways.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, mowers and welders. In addition, uses shovels, picks, rakes and other hand operated equipment necessary for highway maintenance.
- During the winter months, the duties chiefly require snow plowing, snow removal, road sanding, salting, and patching. Applicants must be available for considerable overtime during heavy snowfall or other emergencies and be able to work in extreme weather conditions.
- Applicants may be required to report for duty outside of their regular work schedule and be reachable by phone or pager supplied by the Town of Woodbury. Applicants must be able to arrive at the Woodbury Town Garage within thirty (30) minutes after a call-in.
- During Spring, Summer, and Fall duties include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing road signs, cutting brush, mowing, and other tasks associated with the maintenance and repair of the Town highways . The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- Road crew members are responsible for the general maintenance of the Town Highway Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility throughout the year. The crew members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written time sheets and/or on computer time sheets.

**Reports To:** The Road Foreman

Receives specific instructions from the road foreman, who is responsible for carrying out Town

established policies and procedures. The employee is responsible to receive these instructions, and accomplish the task assigned in a safe, timely, and cost efficient manner.

**Skill requirements:**

- Knowledge and ability to operate the Town Highway equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.
- Skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.
- Knowledge and application of the techniques and practice for safe heavy equipment operation including safe lifting heights, loading and load securing techniques, and dumping safety.
- Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Applications of these rules are required at all times, on the public way, and in remote situations.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

This position requires skill in communication and interpersonal relations to:

- understand and follow oral and written instructions
- keep records and possess basic skills to operate computers and use spreadsheets (training in the use of Microsoft Word and Excel will be provided if needed)
- cooperate effectively with fellow workers and the Select Board
- exemplary conduct when interfacing with the public is an absolute necessity in this position.

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

Maintaining a current and valid Vermont Commercial Driver's License (CDL) Class B is required.

**Education:**

High School Diploma, GED, or similar equivalent education is required.

**Terms of Employment:**

The position is a full-time position. Overtime is required, especially during adverse winter weather

conditions, as necessary to keep the Town highways useable.

All new employees will be required to complete a six-month probationary period. Applicants must satisfactorily demonstrate knowledge of road maintenance and repair work and possess a Commercial Driver's License (CDL), Class B, to successfully complete this probationary period.

**Experience:**

This position description includes two levels of experience and responsibility. Except as modified below, all requirements of the above description apply to all levels of assignment.

**Level 1:** Level 1 is the entry level to this position. The physical ability requirements apply. The employee may not have all the experience or knowledge in highway maintenance or heavy equipment operation required. The employee must have the ability and interest to learn through classroom and/or on the job experience to acquire the knowledge of techniques and practice required. At this level, the employee is more dependent upon supervision and assistance from others in the accomplishment of the assignments.

**Level 2:** Level 2 includes all of the skills and responsibilities of Level 1, and additionally, the employee is fully knowledgeable of the techniques and practices of heavy equipment use, operation, and maintenance. The employee is also knowledgeable in road construction, maintenance, and repair techniques. The employee is capable of operating all Town vehicles and equipment. The employee can receive general instruction from the road foreman and, with a minimum of supervision, independently determine the requirements, and accomplish the task. Upon occasion, in the absence of and/or at the request of the Road Foreman, the Level 2 employee may supervise fellow workers or others engaged in road maintenance and construction work. A Level 2 worker will possess working knowledge and understanding of the "Orange Book", a handbook for Local Officials.

A Level 2 worker may also be asked to perform computer data entry tasks. (refresher training in the use of Microsoft Word and Excel will be provided if needed)

Evaluation:

The Road Foreman will evaluate Level 1 and Level 2 Highway Maintenance Worker's performance at least annually.

Performance, in accordance with the Town of Woodbury's Personnel Policy and Procedures and this Job Description, are the standards against which performance will be evaluated.

**Compensation:**

The hourly wage associated with the Highway Maintenance Worker position shall be determined by the Select Board based on qualifications. Information obtained through discussions with the applicant's references shall be considered as well.

Road crew wage increases are determined by the Select Board after the six-month probationary period and then on an annual basis.

**Town of Woodbury, Vermont**  
**APPLICATION FOR HIGHWAY ROAD CREW POSITION - CDL EMPLOYMENT**  
*(An Equal Opportunity Employer)*

Position Applied For: Road Foreman  Road Crew Member  Application Date: \_\_\_\_\_  
 (Please check one of the boxes)

Applicant Name: \_\_\_\_\_  
Last First Middle

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip code

If less than 3 years,  
 Previous Address: \_\_\_\_\_  
Street City State Zip code

**EQUIPMENT EXPERIENCE**

Dump Truck <input type="checkbox"/> No <input type="checkbox"/> Yes #of Years _____	Plowing <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____
Sanding/Salt <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____	Grader <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____
Excavator <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____	Backhoe <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____
Loader <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____	Tractor/Mowing <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____
_____ <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____	_____ <input type="checkbox"/> No <input type="checkbox"/> Yes # of Years _____
<i>Other</i>	<i>Other</i>

**DRIVER EXPERIENCE**

CDL License: \_\_\_\_\_  

<small>State</small>	<small>Number</small>	<small>Expiration Date</small>
Class 'A' <input type="checkbox"/> Yes # of Years _____ <input type="checkbox"/> No	Class 'B' <input type="checkbox"/> Yes # of Years _____ <input type="checkbox"/> No	
Class 'C' <input type="checkbox"/> Yes # of Years _____ <input type="checkbox"/> No		

 List of Endorsements: \_\_\_\_\_

**ACCIDENT HISTORY**

Date of Accident	Nature of Accident	Injuries or Fatalities Related to Accident

**MOTOR VEHICLE VIOLATIONS** – OTHER THAN A PARKING VIOLATION

Date of Conviction	Offense (be specific)

Has your license (motor vehicle or CDL) ever been suspended, revoked, or denied?  Yes  No  
If yes, explain the details (including specific violation, timeframe, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY** – LIST YOUR LAST THREE (3) EMPLOYERS

<b>EMPLOYER NAME:</b> _____ <b>ADDRESS:</b> _____ <b>TELEPHONE:</b> _____ <b>SUPERVISOR NAME:</b> _____	<b>START DATE:</b> _____ <b>STARTING PAY RATE:</b> _____	<b>END DATE:</b> _____ <b>FINAL PAY RATE:</b> _____
<b>YOUR JOB TITLE:</b> _____		
<b>WORK PERFORMED:</b> _____		
<b>REASON FOR LEAVING:</b> _____		

<b>EMPLOYER NAME:</b> _____ <b>ADDRESS:</b> _____ <b>TELEPHONE:</b> _____ <b>SUPERVISOR NAME:</b> _____	<b>START DATE:</b> _____ <b>STARTING PAY RATE:</b> _____	<b>END DATE:</b> _____ <b>FINAL PAY RATE:</b> _____
<b>YOUR JOB TITLE:</b> _____		
<b>WORK PERFORMED:</b> _____		
<b>REASON FOR LEAVING:</b> _____		

EMPLOYER NAME: _____ ADDRESS: _____ TELEPHONE: _____ SUPERVISOR NAME: _____	START DATE: _____ STARTING PAY RATE: _____	END DATE: _____ FINAL PAY RATE: _____
YOUR JOB TITLE: _____		
WORK PERFORMED: _____		
REASON FOR LEAVING: _____		

Have you ever held a position that required DOT alcohol and/or drug testing?  Yes  No

If yes, which job? \_\_\_\_\_

**SPECIAL SKILLS & QUALIFICATIONS**

Summarize special job-related skills and qualifications you have acquired from previous employment or other experience, including heavy equipment, mechanical, carpentry, computer skills, and any job-related training received in the United States military.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any special classes or training you have received (such as VT Local Roads classes, flagging class, certifications, firefighting, or EMT training, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISORY EXPERIENCE** – Do you have experience as a:

Lead Crew Member?  No  Yes # of Years \_\_\_\_\_ Supervisor?  No  Yes # of Years \_\_\_\_\_

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
High School				
Trade, Business or Other School				
College				

