



TOWN OF RANDOLPH, VERMONT

Highway Equipment Operator and Grounds Laborer (Hybrid) Job Description

Objective/Purpose:

The position of Highway Equipment Operator and Grounds Laborer is full-time, classified as non-exempt, and will provide direct support to two departments: Highway, and Grounds. Individuals in this classification must be able to work under minimum supervision, exercise independent judgment, and be prepared to work extended hours (evenings, nights, weekends, holidays).

The successful candidate will work under the direct supervision of the Highway Supervisor during times when additional staff are needed such as winter operations, disaster response and large projects; and Grounds Supervisor during times when Grounds needs additional staff such as summer maintenance operations or large grounds projects. All necessary training will be provided by or at the expense of the Town to ensure that all duties can be performed within both departments.

A Commercial Drivers License (CDL) is required to operate most fleet vehicles within the Highway Department. The successful candidate will have a CDL or be eligible to obtain a CDL within a designated amount of time.

Examples of Work:

The following examples are illustrative of the duties assigned to positions of this class. No attempt has been made to be exhaustive in this listing.

- Operates a variety of types of equipment including light and heavy construction vehicles. Such equipment includes but is not limited to pick-up trucks, dump trucks with snow plow and wing when needed, plate compactors, air hammer, wood chipper, chainsaws, backhoe, and bucket loader. Construction equipment may include but is not limited to motor grader, crawler dozer, excavator.
- Performs manual labor as necessary to satisfactorily complete assigned job. The following list of duties is not meant to be exhaustive and only an example of the type of work: ditching, culvert repairs, street cleaning, trash removal, general carpentry and painting, general repairs to Town facilities and equipment, preparation for public events. This position could perform water/sewer repairs if requested by Water and Wastewater Department and scheduled by Supervisor.
- Operates equipment consistent with established public works methods and procedures as defined by practice and by Highway Supervisor. Examples include proper ditching and culvert installation and maintenance, snow removal, pavement repair, road construction, bridge repair, etc.

- Operates equipment consistent with established methods and as established by the Grounds Supervisor. Examples include proper operation of riding and push power mowers and trimmers on town properties, use of air compressor and jackhammer for preparation of gravesites.
- Performs safety and operator maintenance (as defined by Town maintenance schedule) on assigned vehicles and related equipment. Operates equipment in a safe manner. Reports deficiencies or problems with equipment to mechanic for repair.
- Ensures that equipment and work sites areas are properly cleaned and maintained after use.
- Maintains daily work sheets, time cards, and other related documents
- Assists in the repair and maintenance of water/sewer systems including but not limited to mains, laterals, connections, inlets, hydrants and manholes as requested by the Water and Wastewater Department and scheduled by Supervisor.
- Ensures safe work zone in shop and job sites. Places/replaces signs and construction warnings such as cones and variable message boards
- Performs other related work as required or assigned.

Required Knowledge, Skills

- Knowledge of road maintenance and general construction techniques
- Considerable skill in operation and use of light construction equipment and wheeled vehicles including but not limited to sidewalk plow, bucket loader, backhoe and trucks.
- Ability to exercise independent judgment and to utilize independent problem-solving techniques in the performance of assigned duties.
- Considerable ability to operate equipment in a safe manner, follow work instructions, complete required reports, as well as the ability to work under adverse conditions.
- Considerable skill in dealing with the public.

Training and Experience

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

- High school education or G.E.D
- At least two years practical experience in the private or public sector operating construction equipment and driving trucks.
- Possession of a current valid CDL Class B license or ability to obtain a license.

Physical Abilities:

Must be able to:

- Lift 100 pounds
- Stoop, kneel, crouch and/or crawl, walk, stand
- Reach, lift, and use of hands and fingers
- Communicate effectively

- Read and interpret operation and maintenance manuals
- Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles.
- Manually operates all department vehicles, tools, and equipment.

Work Environment

Loud noise occasionally, indoor and outdoor work in all weather and all seasons.

Compensation:

Compensation for the position depends on qualifications and is within the hourly rate of \$16.50. The Town of Randolph offers an excellent benefits package that includes health coverage, a retirement plan, generous leave policies, and more. Detailed information may be obtained from the Town Manager's office.

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