

TOWN OF EAST LYME PUBLIC WORKS DEPARTMENT

Job Description: Highway Maintainer III – Grade 3

Nature of Work: The Highway Maintainer III performs general maintenance work in the construction, installation, repair, and maintenance of roads, bridges, grounds, systems and facilities. This position requires independent judgment, initiative, maturity, observation and communication skills and accuracy.

Supervision Received: The Highway Maintainer III receives direction from the Highway Superintendent, the Highway General Foreman and/or the Working Foreman, in that order

Supervision Exercised: The Highway Maintainer III has no supervisory responsibilities.

Essential Job Functions:

- Operates dump trucks to plow and salt Town roads, parking lots, grounds, and facilities and to haul materials as needed.
- Makes routine safety checks of equipment prior to and after operation.
- Performs a variety of unskilled and semi-skilled tasks as laborer including, but not limited to, acting as groundskeeper, i.e., rakes grass and leaves, seeds and cares for lawn; cuts grass, weeds and brush by hand or power equipment; prunes or trims trees, shrubs, hedges and bushes; and gathers and removes litter.
- Operates basic hand tools, power tools and equipment, i.e., chainsaws, power saws, leaf vacuum, brush cutters, stump chippers, jack hammers, pavement breakers, rooters.
- Cleans gutters, sweeps streets, digs ditches, shovels materials such as sand, stone, etc., and spreads patching materials.
- Removes snow and ice from walkways, driveways, and parking lots and spreads salt in those areas.
- Directs traffic and/or helps set up traffic control devices
- Cleans all vehicles and equipment as required.
- Performs general work assignments and reports work accomplished to his/her immediate supervisor.
- Responds to off-duty emergency calls as needed and participates in snow removal operations as required.
- Must be able to work a flexible schedule
- Regular attendance is a requirement of this position.

Additional Job Responsibilities:

- Assists in the repair and construction of catch basins, pipe installation and other related maintenance tasks
- Reports work accomplished to the Highway Superintendent and/or the Working Foreman
- Operates small and large trucks as assigned
- Picks up and delivers equipment, parts and supplies.
- Performs manual work in the laying of pipes, patching or resurfacing roads and related construction and maintenance work.

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Additional Job Responsibilities (Cont.)

- Routinely performs tasks of Maintainers of lower grade.
- Performs related duties and responsibilities as assigned.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

Qualifications Profile

Knowledge, Skills and Ability

- Knowledge of the hazards and safety precautions associated with public works maintenance and repair projects.
- Some knowledge of the equipment, materials, methods, and techniques used in general highway maintenance, drainage installation, resurfacing highways, installing curbing, maintaining parks, fields and grounds or the ability to acquire such knowledge in a reasonable period of time.
- Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.
- Ability to follow oral instructions and to organize and express thoughts and ideas by way of oral communication.
- Ability to carry out assigned projects to their completion.
- Ability to work independently in a responsible manner utilizing independent judgment.
- Ability to tell when something is wrong or is likely to go wrong and be able to help formulate a solution to the problem.
- Ability to read maps and/or to follow written and verbal geographic directions.
- Ability to drive, maneuver, navigate or run vehicles or mechanized equipment such as forklifts and snow plows.
- Ability to meet the demands of a flexible work schedule.
- Ability to work outside normal business hours as necessitated by the position, i.e. weather or disasters requiring the services of the East Lyme Public Works Department.
- Ability to establish and maintain effective and courteous working relationships with the general public, supervisors, co-workers and with people from other departments and agencies.

Education, Experience and Training

- High School, Vocational School graduate or equivalent experience. Experience in the operation of all types of highway maintenance and/or construction equipment.
- Criminal background and driving record checks required prior to employment.
- Means of transportation

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License or Certificate

- Connecticut Commercial Motor Vehicles Operator's license required, CDL-A with tanker & air brake and combination endorsement" preferred

Physical Demands

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works outdoors in all weather conditions. Employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. While performing the duties of this job the employee is frequently required to lift and/or move 25 to 50 pounds and may be required to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently works near moving mechanical parts, in precarious places, and is exposed to wet and/or humid conditions, fumes, toxic or caustic materials, extreme cold, and extreme heat. The noise level in the work environment is quiet to noisy depending on the task or equipment being used.

Employee must be free from mental or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Examples of Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******