

**PUBLIC WORKS  
PUBLIC WORKS HIGHWAY MAINTENANCE LEVEL III**

**FLSA STATUS: Hourly  
LEVEL:**

**UNION: AFSCME  
REPORTS TO: Highway Superintendent**

**WORK HOURS:**

In general, the regular work hours per week are 7:00 a.m. to 3:30 p.m. Monday through Friday. However, hours will vary depending upon needs of the municipality and the weather. Overtime will be required during the winter season. This position does not allow for remote work.

**OBJECTIVE/PURPOSE:**

Performs highly skilled manual work, heavy truck operation and construction equipment operation on public works projects, and snow and ice removal; all other related work as required.

**ESSENTIAL FUNCTIONS:**

Following is a list of the more common duties and responsibilities attributable to this position. This list is not all-inclusive and may be amended from time to time as circumstances may dictate.

- Works under the direct supervision of the public works superintendent with day-to-day oversight from the highway foreman.
- Performs a variety of duties requiring careful operation of assigned equipment in accordance with established procedures and methods; makes judgements regarding plans for winter snow removal and corrections of deficiencies within the Town's right of way and facilities.
- Occasionally supervises summer temporary employees, level 1, 2 and 2A employees.
- Makes frequent contacts with other public works employees and the general public to respond to complaints and questions with the Town's policies.
- Performs general maintenance and repair work on Town roadways and public works facilities (including water, sewer and storm water mains), using heavy equipment, trucks, hand tools and other public works department equipment under the general direction of the Public Works Superintendent and Highway Foreman; supervise summer help if necessary.
- Installs or repairs storm drainage systems correctly by hand or machine; notes deficiencies in Town facilities and develops a plan for transmittal to the superintendent;

being able to organize and carry out approved plan.

- Performs winter snow and ice removal from Town roads and sidewalks with minimum supervision; makes judgements regarding methods, plans and directs snow cleanup operations.
- Operates equipment in accordance with the attached list; performs operator level maintenance on all assigned vehicles and makes repairs with limited supervision; provides maintenance of Town roads, sidewalks, etc. to the standards described in the public works standards.
- Responds to requests for service/complaints in a positive manner and accurately refers the information to the Superintendent and/or Highway Foreman.
- Performs other Public Works department functions with similar or equal responsibility as the need arise; performs routine maintenance of or improvements to Town buildings such as minor carpentry, etc.; responds on a 24-hour basis to emergencies when contacted.

#### **EDUCATION AND EXPERIENCE:**

The below list of qualifications and experience is desired, unless otherwise specified, for this position. Essex will consider any combination of education and experience that allows for successful performance in this role. The Town's goals include hiring the candidate who is best able to meet the objectives of the position. We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualification and hiring criteria described. There will be in some instances licensures or other requirements that are legally required.

- High school education or GED.
- 5 years' experience in highway maintenance, knowledge of construction procedures and methods, equipment operation or related field, with at least three (3) winter seasons experience for the Town of Essex performing winter plowing with a heavy duty dump truck that has a plow and wing attached or other governmental entity.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of the materials, methods and techniques of public works construction and maintenance projects.
- Working knowledge of the Federal Manual on Uniform Traffic Control Devices (MUTCD).
- Ability to recognize maintenance and repair problems which could cause major costs later if not repaired.
- Working knowledge of the Town Public Works Standards and Specifications.
- Skill in operating construction and maintenance equipment in the attached list.
- Ability to respond to citizen complaints in a positive way.
- Ability to perform moderately strenuous duties under varying weather conditions for long periods of time.

- Ability to upgrade skills through continuing education.
- Valid Commercial Driver’s License class B minimum is required.
- Must be able to accept constructive criticism and have an ability to communicate and work well with others.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

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. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

\* Note: In terms of an 8 hour workday, “occasionally” equals 1% to 33%, “frequently” equals 34% to 66%, and “continuously” equals 67% to 100%.

<b>Physical Effort</b>	<b>Never</b>	<b>Occasionall y</b>	<b>Frequently</b>	<b>Continuoussl y</b>
1. Work in a Stationary Position		X		
2. Move/Traverse				X
3. Bending Over			X	
4. Operate, Activate, and Use objects, equipment, etc.				X
5. Ascend/Descend stairs, equipment, etc.			X	
6. Position self (to) move				X
7. Reaching Overhead				X
8. Pushing or Pulling				X
9. Communicate/Converse with other individuals			X	
10. Detect/Perceive/Identify				X
11. Repetitive use of hands/arms				X
12. Grasping				X
13. Move, Transport, Position, Remove:				
10 lbs. or less				X
11 to 25 lbs.				X
26 to 50 lbs.			X	
51 to 75 lbs.			X	
76 to 100 lbs.		X		

**Mental Demands**

<b>Mental Effort</b>	<b>Never</b>	<b>Occasionall y</b>	<b>Frequently</b>	<b>Continuously</b>
1. Thinking analytically			X	
2. Communication:				
Using effective verbal communication				X
Using effective written communication			X	
3. Handling stress & emotions			X	
4. Concentrating on tasks				X
5. Remembering details				X
6. Making decisions			X	
7. Adjusting to changes			X	
8. Examining/observing details				X

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic and/or caustic chemicals and risk of electrical shock.
- Work is performed under varying weather conditions, with exposure hazards associated with traffic, equipment operation, and construction activities.

The noise level in the work environment is usually loud.

## **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Essex is an Equal Employment Opportunity employer.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## EQUIPMENT AND LEVEL OF PROFICIENCY FOR HIGHWAY MAINTENANCE LEVEL 3

<b><u>MAJOR EQUIPMENT</u></b>	<b><u>LEVEL OF PROFICIENCY</u></b>
Dump truck with or without snow removal equipment and sand spreader	Proficient
Front-end loader	Proficient
Pickup truck and 1-ton with or without snow removal equipment and trailers	Proficient
Road grader, back-hoe and/or street sweeper	Proficient in one, training in others

<b><u>MINOR EQUIPMENT</u></b>	<b><u>LEVEL OF PROFICIENCY</u></b>
Sidewalk plow w/ attachments	Proficient
Skid Steer w/ attachments	Proficient
Air compressor	Proficient
Chain saws	Proficient
Hand tools	Proficient
Welder/cutting torches	Capable
Drill press	Proficient
Bench grinder	Proficient
Pressure washer w/ jetter and vactor	Proficient
Highway line striping machine	Proficient
Various rental equipment (i.e. wood chipper, stump grinder, pavement roller, mini excavator, etc.)	Proficient in most, capable in others

<b><u>PERIPHERAL EQUIPMENT</u></b>	<b><u>LEVEL OF PROFICIENCY</u></b>
Hydraulic hoist	Capable
Sewer cleaner	Training

Portable pumps	Training
Town emergency generators	Capable
Computers	Capable