

## **Town of Center**

### **Equipment Operator & Road Maintenance Worker Job Description**

The hours for this part-time position vary seasonally but is not to exceed an average of 30 hours per week to perform the essential job functions and responsibilities. Starting wage of \$20 – \$30/hr. depending on qualifications.

Under the direction of the Road Supervisor, the Equipment Operator & Road Maintenance Worker is responsible to perform maintenance of Town Roads. The ideal candidate will have extensive technical knowledge with regard to operating equipment and road maintenance. The ideal candidate will also be able to foster an environment of team work and develop a productive working relationship with work colleagues, as well as the public.

Specifically, the Equipment Operator & Road Maintenance Operator will:

- Cut Road Ditches at least three times per year
- Maintain and clean ditches and culverts and troubleshoot water issues.
- Road maintenance such as fixing potholes.
- Inspect roads to evaluate unsafe conditions and ongoing maintenance needs.
- Pick up debris/garbage in Town Road Right of Way and dispose of properly
- Plows snow from roadways, applying abrasives as necessary
- Be subject to emergency and snow calls and have stamina to perform manual tasks for extended periods of time under adverse weather conditions.
- Follow procedures and protocols related to road construction, road maintenance and safety; ensures safety practices are in compliance with Federal, State, County and Local regulations, laws and ordinances.
- Request Address and Road signs to be ordered by the clerk.
- Repair and Install Address and Road signs as needed – which includes contacting Diggers Hotline.
- Handle complaints from citizens, officials and personnel while exhibiting effective communication skills, both written and oral.
- Operate and effectively maintain hand tools and power tools in a safe and correct manner.
- Operate and effectively maintain all Town vehicles and equipment through inspections, greasing and lubing, servicing, making minor repairs and adjustments; and operating in a safe and correct manner.
- Clean vehicles, equipment and tools as needed. Keep written records in shop.
- Assist with developing systems to streamline processes.
- Expected to work in a variety of weather conditions.

- Completes and submits records of time, location, materials and equipment used on each project daily.
- Working coordination with other Town personnel for shop maintenance and cleanliness.
- Perform other duties as apparent or delegated.

**Qualifications:**

- Preferred minimum of 3 - 5 years work experience operating and servicing trucks, tractors and light equipment.
- Preferred minimum of 3 - 5 years work experience in general excavation or road and ditch maintenance and repair work.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Preferred existing valid Class A Commercial Driver's License (CDL), or ability to obtain within 6 months.
- Ability to work independently making sound decisions using good judgement.
- Thorough knowledge of OSHA and other health and safety regulations, requirements and practices as they relate to road construction and maintenance.
- Ability to read topographic maps, road plans, profiles, construction specifications, schedules and reports to accomplish maintenance and construction projects.
- Thorough knowledge of function of roads and related area drainage systems.
- Must live within 15 miles of the Center Town Hall.

**Stipulations:**

- Not allowed to bid on work involving the Town of Center in excess of \$1,000 annually on a job that will benefit yourself or your employer.