

**TOWN OF TROY**  
**HIGHWAY CREW PERSON**  
**JOB DESCRIPTION**

Job Summary

This position is to serve as a working crew person of the Town of Troy Highway Department, carrying out a variety of highway and town maintenance related tasks. This position requires experience in highway maintenance and repair, mechanical ability, record keeping and communication skills. The position is full-time, 40 hours per week, and requires a flexible schedule which may include nights, weekends and holidays, as well as overtime.

Level of Responsibility

The Highway Crew person works under the direct supervision of the Road Foreman.

Major Duties

The Highway crew person's duties shall include, but not be limited to, the following:

- Operating a dump truck in a wide variety of highway maintenance tasks including spreading sand and salt, plowing snow, etc.;
- Performing light to heavy manual labor as required;
- Performing light maintenance on equipment, checking equipment to make sure all safety mechanisms are in proper operating condition;
- Gathering materials and equipment required to complete jobs;
- Operating equipment and/or tools as needed to function with a job site work team or to otherwise complete daily work;
- Participate in administrative requirements of Road Crew, including daily timesheets, daily work logs, vehicle logs, etc.;
- Complying with all Town personnel policies, and State and Federal regulations;
- Following directions regarding proper safety procedures;
- Complying with crew drug testing requirements; and,
- Performing such other work as deemed necessary by the Road Foreman.

Qualifications

The Highway Crew person will have the following qualifications:

- Possess at least a high school diploma or GED;
- Commercial Driver's License, with proper endorsements;
- Possess public works or related construction work experience;
- Experience driving trucks, plowing snow and operating heavy equipment;
- Knowledge of safe gravel pit practices;
- Ability to perform routine service and maintenance of Town Highway Department equipment;
- Ability to deal with the general public in a positive and civil manner;
- Ability to communicate well, and to work well with others; and,
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.

Term of Employment

The Highway Crew person will be hired by the Selectboard after a successful completion of a medical examination for CDL license and drug test, interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. Six month probationary period will be a condition of employment.

Evaluations


Annual evaluations detailing the performance of the Highway Crew person will be performed, during which the employee will be afforded an opportunity to respond to the evaluation.

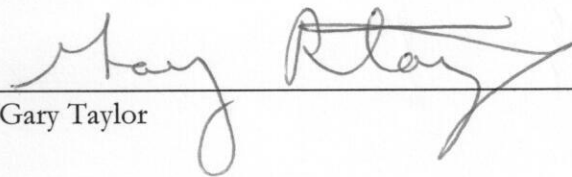
Compensation and Benefits

Salary and benefit package, including vacation, sick time and insurance, will be negotiated with the Selectboard annually and will be based on satisfactory job performance. Full-time road crew receives eight (8) paid holidays per year.

ADOPTED May 19<sup>th</sup> 2014

  
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Mark Sanville

  
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Robert Langlands

  
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Gary Taylor