

TOWN OF WINDSOR
JOB DESCRIPTION
PUBLIC WORKS LABORER/DRIVER

Nature of Work:

This person is responsible for summer/winter maintenance work on the Town of Windsor's roadways with plowing/sanding snow in the winter position plus additional hours when needed per the Road Supervisor/Road Commissioner/Town Manager.

Employee of this class is responsible for the safe operation of the Town's public works trucks and equipment, and the performance of summer and winter road maintenance. The work also involves manual labor, and occasional heavy lifting will be required. Work is performed under the general supervision of the Road Supervisor. A yearly driver license check will be done.

Essential Duties and Responsibilities: Examples of Work (Illustrative Only):

- ✓ Snow removal and sanding of town road and municipal parking lots.
- ✓ Repairing roads and drainage systems (place culverts and perform ditching), placing and compacting asphalt (patching) and related activities.
- ✓ Perform and record maintenance and minor repair protocols on municipal vehicles.
- ✓ Duties may consist of helping changing tires, cutting edges and regular maintenance.
- ✓ Use a chainsaw to cut roadside brush.
- ✓ Use a sweeper to clean intersections and streets of winter sand.
- ✓ Perform road sign maintenance.
- ✓ Perform related work as required by the Road Supervisor and/or the Town Manager.
- ✓ Flagging when needed.

Requirements of Work:

The employee's schedule must be flexible enough to permit the employee to work potential long hours during nights and weekends to plow snow during winter snowstorms. (Summer work hours are usually a 10 hour per day and winter work hours are usually a 8 hour per day.) During the spring, summer, and fall months, as needed, the employee will be required to take direction from the Road Supervisor to construct and/or repair the town roadways. Employee must be capable of manual physical labor to accomplish required tasks. Employee must possess a current Maine CDL (Class B) driver's license with air brakes; a license check will be performed on all public works applicants. The work week runs from Monday 12:01 a.m. to Sunday 12:00 p.m. You will receive regular time up to 40 hours per week that was worked and overtime (time and ½) after the worked 40 hours. Each person will need to punch in on their own time card and fill out the appropriate paperwork regularly.

Training and Experience Required:

- ✓ Experience and working knowledge of materials and techniques commonly used in road and drainage system construction activities for summer and winter maintenance/plowing.
- ✓ Experience and working knowledge of the operation of construction equipment, including a backhoe/loader.
- ✓ Working knowledge of the hazards and applicable safety precautions of the work.
- ✓ Must be able to perform manual labor.
- ✓ Valid Maine CDL License (Class B) with air brakes, with good driving skills and ability are essential. Employee will be subject to participation in a random drug testing pool.
- ✓ Have attended, or be willing to attend, MDOT Your Local Roads Center training.