

**TOWN OF WINDSOR**  
**JOB DESCRIPTION**  
**PUBLIC WORKS DRIVER/ LABORER/EQUIPMENT OPERATOR**

***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 and also a semi-skilled manual laborer in the operation of light and moderate heavy trucks and motorized equipment plus additional hours when needed per the Road Supervisor/Manager/Director and/or Road Commissioner and/or Town Manager.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease and is responsible for the safe operation of the Town's Public Works trucks and equipment with the performance of summer and winter road maintenance. The work also involves manual labor, and occasional heavy lifting will be required (up to 50lbs.). Work is performed under the general supervision of the Road Supervisor/Manager/Director. A yearly driver license check may be done.

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

- ✓ Operates trucks and sanders for the snow removal and sanding of town road and municipal parking lots.
- ✓ Operates light to moderately heavy trucks in performance of public work duties. (transporting dirt, gravel, wood and construction materials; assists in loading or unloading trucks.)
- ✓ May operate other light equipment as needed and may operate heavier equipment such as front-end-loaders on an incidental or emergency basis or as needed.
- ✓ Repairing roads and drainage systems (place culverts and perform ditching), placing and compacting asphalt (patching) and related activities.
- ✓ Perform and record maintenance and general repair and preventative maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage.
- ✓ Duties may consist of helping with tire changes, cutting edges and regular maintenance.
- ✓ Use a chainsaw to cut roadside brush with picking up debris such as blow-downs; straightens signs and posts; picks up leaves, brush and other trash.
- ✓ Use a sweeper to clean intersections and streets of winter sand.
- ✓ Winterizes trucks and mounts sanders.
- ✓ Perform related work as required by the Road Supervisor/Manager/Director 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 potentially long hours during nights and weekends to plow snow during winter snowstorms. (Summer work hours are usually 10 hours per day and winter work hours are usually 8 hours per day.) Knowledge of the traffic laws, ordinance and rules involved in the operation of automotive vehicles. Knowledge of the geography of the Town, including the location of roads. Ability to operate trucks and other lighter motorized equipment safely and according to laws and regulations. Ability to make minor repairs and adjustments and service automotive equipment. Ability to learn the operation of heavier motorized equipment. Ability to perform manual labor for extended periods of time under adverse climate conditions. Physical strength and agility sufficient to perform the work of this class. During the spring, summer, and fall months, as needed, the employee will be required to take direction from the Road Supervisor/Manager/Director to construct

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and/or repair the town roadways. Employees 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 timecard and fill out the appropriate paperwork regularly.

***Training and Experience Required:***

- ✓ High school graduation and some experience in the operation of standard automotive equipment heavier than passenger vehicles; or any equivalent combination of experience and training.
- ✓ 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. Employees will be subject to participation in a random drug testing pool, and the employee shall be insured under the Town's vehicle insurance coverage; or be willing to obtain a valid Maine CDL License as a condition of continued employment.
- ✓ Have attended, or be willing to attend, MDOT Your Local Roads Center training.