

Employee Job Description

Highway Employee:

Employee must hold (or must be working toward obtaining) a Commercial Driver's License (CDL) and be able to operate the following equipment: backhoe, grader, trucks, chainsaw and weed trimmer effectively for the upkeep and maintenance of town highways and property. The employee must have a knowledge of proper grading and ditching for water drainage.

The Highway employee is "on call" and may be called on to work overtime during certain periods of the year.

List of Duties:

Highway:

- Grading and York-Raking gravel roads
- Cleaning ditches and culverts' ends
- Cutting of brush for visibility
- Cutting of dead trees for safety
- Plowing and sanding of roads and parking lots
- Patching pavement
- Maintenance of highway signs and safety devices

Equipment and Garage:

- Washing and cleaning vehicles
- Greasing and oiling vehicles
- Minor repairs
- Sweeping garage floors
- Keeping work areas organized and clean
- Painting of equipment when necessary
- Minor repairs to garage and town buildings

Recycle – Rubbish (Outside of normal Transfer Station hours)

- Monitor and run compactor when necessary
- Keep recycling bins organized
- Call in container replacements as necessary

These duties may vary dependent upon the needs of the Town and direction of the Selectboard.

Employee Job Description

Recreation Area Maintenance Worker:

(This position shall be held by a Highway Employee)

Duties:

- 1) Keep Selectmen and / or Road Foreman apprised of all necessary repairs, problems, anticipated problems and recommendations.
- 2) In winter months, maintain the ice rink, sledding hill and cross-country trails; maintain grooming and rink-clearing equipment.
- 3) In summer months, maintain or supervise the maintenance of the area to include: mowing, fertilizing, building maintenance, sanitary facilities, playground equipment, park cleanliness and the summer maintenance of all equipment associated with the Recreation Area.

These duties may vary dependent upon the needs of the Town and direction of the Selectboard.