

JOB DESCRIPTION FOR LABORER/TRUCK DRIVER
TOWN OF JAMAICA, VT.

Reports directly to the Road Foreman. This position requires experience with all aspects of highway and bridge maintenance, equipment operation and maintenance, job safety, mechanical ability and any other tasks assigned by the Road Foreman, Road Commissioner or Selectboard.

Essential Functions of Job

This position requires the ability to operate town equipment and perform jobs assigned, including general hand labor, truck driving, plowing and sanding, ditching, culvert work, paving and patching, maintaining equipment, roadside mowing, brush and tree removal, general road construction and maintenance and general equipment safety checks.

Relate to town citizens in a professional, courteous and respectful manner. Report complaints to the Road Foreman, Road Commissioner or Selectboard.

Accurately report on time sheets to Road Foreman daily activities according to labor categories. Road Foreman may assign hours to the proper time sheet labor category.

Follow proper safety procedures for job being performed. Report any and all accidents or injuries to the Road Foreman, Road Commissioner or Town Office within 24 hours of event. Accidents or injuries shall be reported on forms provided by the Town. Bring personnel problems to the attention of the Road Foreman, Road Commissioner, or Selectboard.

Carry out a regular maintenance schedule for routine and preventative maintenance of equipment as per instructions of Road Foreman.

Recognize and communicate to Road Foreman any problems or hazards.

Follow weather conditions affecting highways and be prepared to work if called by the Road Foreman or Road Commissioner. High priority to winter maintenance: plowing and sanding operations. Requires night and weekend work.

Maintain all required licenses or certifications required to perform their jobs.

Any other tasks as assigned by the Road Foreman, Road Commissioner or Selectboard relating to town operations.

Education/Training: High school or equivalent education.

Experience: Experience with heavy truck and equipment operation, construction and road maintenance preferred.

JOB DESCRIPTION FOR LABORER/TRUCK
DRIVER TOWN OF JAMAICA, VT.

Essential Skills/Requirements

- Ability to carry out written or oral directives or instructions.
- Mechanical skills a plus.
- Valid CDL with endorsements and a clean driving record. CDL drivers subject to Town CDL Policy, including random drug and alcohol testing.
- Ability to exercise good judgement when carrying out duties and to maintain good working relationships with the public and fellow employees.
- Ability to perform strenuous physical tasks such as standing for extended periods of time, operating heavy trucks and equipment for extended periods of time, bending, lifting, carrying, digging, climbing on/off and under equipment for extended periods of time, in all weather conditions, including on nights and weekends.

Final offer of employment subject to passing a physical at discretion of Selectboard and mandatory pre-employment drug test.

Term of Employment

Hired by the Selectboard after successful interviews and license, reference checks. Terms of employment, compensation, and benefits set by the Selectboard as per Personnel Policy. Six month probationary period a condition of employment during which, employee may be dismissed without notice. Cost of living and merit raises may be given at the discretion of the Selectboard annually.

Annual evaluations detailing the performance of the employee conducted by Road Foreman. The employee will be afforded an opportunity to respond to the evaluation.