

# **Town of Westhampton**

## **Highway Department Crew Member**

### **General Statement of Duties and Responsibilities:**

The Crew Member serves as a member of the Highway Department crew.

### **Supervision Received:**

The Crew Member works under the supervision of the Highway Superintendent, or Foreman, in the absence of the Superintendent

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee works under field conditions with unavoidable exposure to bad weather and a variety of hazardous conditions such as dust, fumes and hazards associated with construction sites. The noise level in the work environment is usually moderately loud and occasionally very loud. Often times, field conditions require an employee to work on steep slopes and uneven terrain while operating chain saws and other tools.

### **Essential Duties and Responsibilities:**

Performance of Crew Member's duties to complete all highways related tasks assigned, including:

- Building and maintenance of roads, guardrails, bridges, etc.
- Landscaping
- Lifting and carrying objects up to 100 pounds
- Preparation of highway signs in conformance with State and Federal Laws
- Basic carpentry work
- Operate all heavy and light equipment and trucks for completion of projects
- Operate sander and plow truck
- Assist in repairing equipment
- Trim brush and tree removal work
- Perform work in other areas of the town as assigned, i.e., assisting police, fire, library, building department, etc. as needed
- Report any problems encountered on roadways or when driving equipment
- Be courteous with the public, referring any complaints to the Superintendent or Foreman
- Perform other related duties as assigned
- May be required to attend training seminars for professional development

### **Qualifications and Entrance Requirements:**

#### **A. Entrance requirements:**

High School diploma or equivalent. One year responsible experience in highway department activities and/or one year minimum experience in highway construction, including heavy equipment operation, is desirable.

#### **B. Knowledge, Abilities and Skills:**

Working knowledge of highway department activities as exist in Westhampton. Considerable knowledge of the materials, methods and techniques related to road construction and maintenance. Knowledge of tools techniques, equipment and procedures in motor equipment repair and maintenance.

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### **Abilities required:**

- Ability to operate light, heavy and special motor equipment safely.
- Ability to make minor repairs and adjustments to equipment; and change batteries, oil, tires, brakes, grease and otherwise service equipment.
- Ability to communicate effectively orally with superiors, co-workers, and subordinates.
- Ability to perform strenuous duties under adverse weather conditions.
- Ability to respond to emergency calls on a 24 hour basis.

### **Special Requirements:**

Minimum of CDL Class B License with Air Brakes Endorsement is required. Massachusetts Hoisting Engineer License with 2B and 4G endorsements required, which includes passing the Mass D.O.T. physical.

In the interest of public safety, it is understood that all employees of the Highway Department may be required to work at all hours of the day or night including weekends and holidays to keep the roads open and safe, including but not limited to plowing, sanding, repairing damage from flooding, clearing downed trees.

### **Physical Requirements:**

Frequent strenuous physical effort is required to perform the duties of this job. The employee is frequently required to sit, stand, talk, walk, hear and operate vehicles and equipment, often for extended periods of time. The employee is frequently required to use hands to grasp, push and pull and manipulate objects, tools or controls and reach with hands and arms and frequently required to use feet for repetitive movements operating foot controls. The employee is frequently required to bend, squat, kneel, climb, reach and twist. Frequent movement in and out of equipment and vehicles is required.

The employee must lift and carry on a frequent and continuous basis, weights of 50 to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must have the ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Employee will be exposed on a regular basis to fumes, dust and excessive degrees of cold and heat, as well as all types of external weather conditions.

### **Summary:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change).*