

**Town of East Haddam
Public Works Department
Highway Division
Driver – Laborer Job Description**

Non-Exempt

General Statement of Duties:

Performs routine unskilled and semi-skilled manual labor in the construction and general maintenance of roadways and Town owned facilities. Required to accurately record daily work activities that include work performed, materials used, hours spent and equipment used on each assignment.

Responsible for daily inspections and safety checks of vehicles and equipment including fuel, oil, grease and routine maintenance. Services and performs minor repairs or replacement of operator serviceable wear items to assigned vehicles and equipment. May be required to drive a dump truck requiring a CDL license or operate other equipment in a higher classification as needed.

Responsibilities include on call status for overtime work of an emergency nature. Performs other Public Works functions as directed by the Public Works Director, Public Works Road Foreman or designee.

Supervision:

Supervision Scope: Performs a variety of roadway maintenance responsibilities requiring knowledge of public works functions such as: road construction, vehicle and equipment maintenance, facility maintenance, snow removal and sanding.

Supervision Received: Works under the direction of the Public Works Director, Public Works Road Foreman or designee; follows established policies where appropriate. Performs work under limited supervision after given work assignments in the form of specific verbal and/or written work orders.

Supervision Given: Supervises and instructs other employees, contractors or helpers as directed by the Public Works Director, Public Works Road Foreman or designee.

Job Environment:

Administrative work is performed in a moderately noisy office; frequently position requires use of CDL truck or heavy equipment which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, CDL truck, heavy equipment, telephones, computers, copiers, facsimile machines, and other standard office equipment; use of pneumatic

tools and hand tools. Due to the nature of the position, work for extended periods of time beyond the normal workday may either be assigned or required.

Makes frequent and periodic contact with other municipal departments, vendors and contractors; communication is frequently in person or by telephone.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury, injury to others damage to buildings and potential liability.

Essential Functions:

(The essential functions or duties listed below 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.)

- Performs various roadway maintenance duties, such as traffic control, pothole patching and cleaning catch basins.
- Responsible for shoveling/plowing snow and sanding roadways/facilities.
- Works on paving maintenance crews doing such jobs as jack hammering pavement, shoveling, raking and tamping asphalt.
- Operates pavement saws and manual or automatic compactors.
- Loads and unloads heavy materials from trucks.
- Moves or aids in moving heavy objects or equipment.
- Performs chain saw operations.
- Assists in roadside mowing and cuts grass.
- Operates pneumatic and hydraulic tools and various types of pumps.
- Works with all types of hand tools and power tools.
- Does routine maintenance and cleaning of town trucks/equipment.
- Assists the Driver-Mechanic as needed.
- Will be required to work with limited supervision.

Minimum Required Qualifications:

Education, Training and Experience:

Graduation from high school or technical school or the equivalent combination with a work history in the construction field.

Special Requirements:

- Must hold valid Connecticut commercial driver's license (CDL) class B with air brake certification.

Knowledge, Ability and Skill:

Proficient in the operation of pumps, chain saws, power tools and related Public Works equipment. Ability to follow verbal/written instructions along with the ability to accurately record daily work assignments. Ability to work long hours in severe weather conditions and the ability to work cooperatively with others. Knowledge of the occupational hazards and safety precautions related to the field. Sufficient physical condition to perform all aspects of the job.

General Information:

HOURS: 40 hours per week

8 hour shift - 7:00am - 3:30pm with 1/2 hour unpaid lunch break.

Overtime hours may be necessary during weather emergencies.

10-hour shift = 6:00 AM - 4:30 PM with 1/2-hour unpaid lunch break.

Overtime hours may be necessary during weather emergencies.

HOURLY RATE RANGE: \$25.67 - \$32.08

Physical and Mental Requirements:**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts				X
Risk of electrical shock			X	
Vibration			X	
Other-Work near heavy equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking/Running			X	
Sitting/Driving				X
Talking & Hearing		X		
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling		X		
Bending, pulling, pushing			X	
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)