

Position: DPW Crew

Reports to: DPW Supervisor

Department: Public Works

Classification: FTE 40 hours/week

Salary Range: C

Non-Exempt

OT Rate: 1.5 x reg hourly rate

Job Function: This position maintains and repairs the Town's infrastructure and facilities using a variety of tools and vehicles. Overtime work, particularly during winter months, is considered a condition of employment and employees must be able to report in when called within 30-minutes.

Essential Functions:

- Operates and properly maintains departmental vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW), including plowing, spreading sand and salt, as well as compacting and grading gravel roads, to facilitate safe travel conditions.
- Perform year-round maintenance duties that may include: backhoes; loaders, skid-steers, excavators, bulldozers, Servo-lift truck, tanker trailer truck, equipment trailer hauler, bucket truck, roller, grader, sidewalk plow, and large snow plow truck, with or without wing /spreader;
- Implement basic paving, painting, patching potholes and surfaces, bridge washing, sweeping, flagging traffic, mowing, repairing road shoulders, cleaning the roadsides, cutting trees and brush, and cleaning drains.
- Perform routine maintenance and daily inspections on equipment assigned.
- Inspect sections of highways for hazardous conditions and encroachments and reports them on a daily basis to the supervisor. Identifies and communicates in a timely manner to the Supervisor all needed repairs, for example: roadway hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs periodic safety inspections of municipal vehicles
- Complete tasks using laboring, hand tools, and power equipment. Effectively gathers and prepares tools and/or equipment (including workzone safety equipment) as needed to complete the day's work and returns them to proper storage by the end of the work day.
- Maintain records of time and materials involved in assigned role.
- Safely and effectively perform a variety of maintenance or construction activities including ditching, bridge construction and/or repair, and preparing and repairing culverts and guardrails.
- Maintains neat and orderly storage and work space.
- Responds effectively to requests and concerns expressed by the public.
- Completes recordkeeping requirements on a daily basis including: timesheets, work logs, and vehicle logs.
- Participates in all safety training offered/sponsored by the municipality.

- Wears all required personal protective equipment (PPE); knows and follows safety procedures and precautions at all times.
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs all other duties assigned by the Supervisor as required.

Knowledge, Skills, and Abilities:

- High school degree or equivalent is required;
- Three years of work experience in construction, equipment operation, or related manual labor that includes either one season of operating a snowplow with wings or six months operating medium or heavy equipment, such as graders, rollers, and backhoes is preferred;
- Must have basic math skills including the ability to add, subtract, multiply, and divide;
- Basic reading comprehension skills and the ability to communicate in writing are required;
- Knowledge of transportation repair and maintenance methods is preferred;
- Must pass required background check.
- OSHA 10-hour or 30-hour certification desired.

Physical Requirements:

- Work requires medium-to-heavy muscle exertion and/or physical strain including but not limited to walking, standing, climbing, balancing, stooping, lifting, pushing, pulling or raising objects and also frequently involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis;
- While performing the duties of this job, the employee is frequently required to talk, hear and smell; use of hands to handle, feel or operate objects, tools, or controls. Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual labor and vice versa.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.

- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.
- Must be able to stand and work over uneven or slippery terrain is required;
- The employee must hold a valid Vermont Driver's License and clean driving record and be able to safely operate vehicles. Must hold a Class B CDL or obtain one within six months of hire;
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles. Participation in pre-hire and a random drug and alcohol-testing program is required.

Mental Reasoning Requirements:

- Must have the ability to understand and follow oral and written instructions;
- Must have the ability to problem solve and make good decisions;
- Must have the ability to maintain an effective working relationship with co-workers and deal appropriately with the general public;
- Must have the ability to handle stressful situations by remaining calm and professional;
- Must have the ability to receive and apply constructive feedback;
- Must maintain strong safety awareness.

Working Conditions:

- In general, regular work week hours are 7 a.m. to 3:30 p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions and certain summer projects will require overtime hours that are likely to exceed 8 hours per day and may often include work on Saturdays or Sundays in winter.
- Work is performed in the Town garage as well as outdoors in all weather conditions and involves regular exposure to cold, snow, heat, rain and/or dust;
- Overtime work is required, particularly during the winter months, and is considered a condition of employment. Employees may be required to report to work outside of their work schedule and must be reachable by phone. Weekend and night on-call hours required during winter season;
- Potential exposure to extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, insects, sun/UV rays, moving machinery, and traffic.

Disclaimers:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Fairfax is an Equal Employment Opportunity employer.

Approved By: 
Fairfax Town Manager

Date: 3-22-22