

JOB TITLE: Equipment Operator/Highway Maintenance Worker

HWY/3

DEPARTMENT: Public Works - Highway, Town of Hanover

JOB SUMMARY: This position is responsible for operating equipment to construct, maintain and improve streets and drainage systems.

MAJOR DUTIES:

- May operate heavy and light equipment, including a bulldozer, sweeper, track loader, and excavator to construct, maintain and improve streets and drainage systems.
- Operates equipment such as a front-end loader and backhoe.
- Operates a dump truck to transport materials.
- Operates a motor grader.
- Operates a lowboy to transport equipment to and from work sites.
- Operates a tractor with boom mower to cut grass on rights-of-way.
- Operates a variety of hand and power tools such as a jack hammer, chipper, tamper, and chainsaw.
- Assists in grading and setting up base for new street construction and building sites.
- Sets and installs road and street signs.
- Operates a truck with a sander and/or plow to clear ice and snow from streets; applies pressurized, heated water to thaw ice in culverts and ditches.
- Assists in traffic control at work sites.
- Builds forms; pours and finishes concrete.
- Lays brick and block.
- Assists in the installation of storm drainage systems.
- Performs routine maintenance such as lubrication and checking air, oil, water and other fluids.

- Clears brush and debris from storm drains; removes trees damaged by ice storms.
- Patches potholes, sidewalks, and utility cuts with asphalt.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of town policies and procedures pertaining to street and drainage system construction, maintenance, and improvement.
- Knowledge of achieving grade, drainage, and proper compaction.
- Knowledge of town geography, including road, parking lot, and manhole locations.
- Skill in operating equipment such as motor grader, bulldozer, dump truck, excavator, tractor, rubber-tire loader, and backhoe.
- Skill in the use of hand and power tools such as a chipper, trimmer, chainsaw, cut-off saw, jackhammer, and level.
- Skill in performing preventive maintenance on heavy equipment.
- Skill in driving a truck during inclement weather.
- Skill in street and drainage system construction and maintenance techniques.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Assistant Public Works Director or the Highway Operations Supervisor assigns work in terms of general instructions. The work is spot-checked in progress and upon completion for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include town ordinances, departmental policies and procedures, state and federal regulations, relevant laws, and work orders. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related equipment operation and street maintenance duties. Inclement weather conditions and the need to work around utility lines contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to operate equipment and perform street construction and maintenance duties. Successful performance helps ensure safe and serviceable streets and properly functioning drainage systems.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, workers in related support units, other town employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed outdoors, where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

REVISED 1/13/03