

Town of Warren
Job Description
Road/Highway Worker

Job Summary

The Town of Warren Road/Highway Worker performs unskilled to advanced routine labor tasks and operates light to heavy equipment in the construction, repair, and maintenance of town roadway and bridge systems. Incumbent works as a member of a designated work crew or may work alone as required. Applicant must live within a 30-40 minutes' winter time commute. Reports to the Road Foreman.

Essential Job Functions

1. Installs and repairs guardrail including digging posts holes, attaching rails to posts, and replacing damaged rails.
2. Performs landscaping duties such as grading and seeding, cutting grass, weeds, roadside foliage, and removing trees and stumps using equipment such as chain/power saws, tractor mowers and chippers.
3. Installs repairs and/or replaces drainage culverts and appurtenant items using a variety of hand tools, power tools and equipment such as shovels, tampers, jackhammers, tractor, backhoe, grader, and/or excavator.
4. Erects new signs, replaces or repairs missing/damaged roadway signs or other traffic control devices.
5. Performs berming of roadways using dump truck, loader, berm box, and grader.
6. Performs patching work on holes in roadways to include preparing hole for asphalt mix, adding mix, and tamping down.
7. Performs flagger activities to control traffic flow.
8. Spreads and rakes hot and cold asphalt mix and other paving materials to proper thickness and grade on roadways.
9. Moves equipment/materials to and from job site, to include loading and unloading of same, using equipment such as loaders, backhoes, excavators and light/medium/heaving duty trucks.
10. Performs excavation work for ridge and to clean channels using equipment such as excavator, backhoe and loaders.
11. Performs activities in the construction, repair and maintenance of bridges, culverts, headwalls, and railing, such as building forms and pouring concrete as assigned.
12. Performs snow and ice removal activities and salting for ice control to include operation of single and tandem axle trucks with plows and spreaders.

13. Operates equipment to load trucks for salting operations and to make asphalt emulsion mixes.
14. Services and maintains equipment by lubricating, changing oil, adding fluids, and performing routine adjustments.
15. Completes daily reports/logs/time sheets as they relate to the work assignments as required.
16. Works overtime based on the needs of the Town.
17. Required to be available for emergency type callouts.
18. Interacts with the public in a courteous manner.
19. Maintains regular and predictable attendance.
20. Performs other duties as assigned by the Road Foreman based on the needs of the Town.

Non-Essential Job Functions

1. Performs minor repair and/or maintenance on tools and equipment.
2. Performs routine maintenance/repair to facilities and grounds to include mowing grass, electrical work, plumbing, painting, etc.
3. May be required to serve on the safety committee. Performs related Essential and Non-Essential functions at the same level of skill and knowledge as required.

Skills and Knowledge

Equipment: Ability to operate and use a two-way radio, a variety of small hand/power tools and to operate light vehicles such as cars, pickups, tractor, and small machines, from less complex power equipment such as chippers and sweepers to heavy more complex equipment such as tandem and single axle trucks, backhoe, excavator, rollers, and related equipment as required to complete the work assignments.

Critical Skills/Expertise

1. Thorough knowledge of the methods and equipment used to construct, repair and maintain Town roads and bridges.
2. Thorough knowledge of the policies and procedures of the department as they apply to the work assignments.
3. Working knowledge of highway safety practices and procedures.
4. Ability to understand general highway and bridge construction, repair and maintenance procedures.
5. Ability to use power/air driven tools and light to heaving equipment to complete work assignments.

6. Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to assigned duties.
7. Ability to perform a variety of unskilled to advanced skilled tasks relevant to construction, repair and maintenance of county roads and bridges.
8. Ability to control traffic flow in construction areas.
9. Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.
10. Ability to perform assigned duties safely and without injury or harm to self or others.
11. Communicates with others in the workplace with courtesy, respect, and sensitivity.
12. Possession of a minimum class B CDL with clean driving record. Class A preferred.
13. Must pass pre-employment medical exam and random drug and alcohol testing

Responsibility

Incumbent works under direct or general supervision and follows established policies, procedures, and work methods. Incumbent receives detailed and general instructions before and during work. Caution and appropriate safety measures must be exercised while operating assigned equipment and tools to prevent injury to self or others and to prevent damage to tools and equipment. Incumbent may be required to occasionally serve as a crew leader.

Physical Effort

Incumbent's work effort involves prolonged and frequent walking, climbing, balancing, pushing, pulling, lifting, and carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Neck mobility is necessary when operating equipment such as snowplow, loader, excavator or roller. Manual dexterity, normal vision, including color and depth perception, and hearing acuity are required to operate tools and equipment due to working in close proximity to heavy equipment and moving traffic. Incumbent must be able to work steadily, accurately and at various heights to complete work assignments. Moderately fast work speed is required.

Work Environment

Work is performed both in a garage environment and outside where incumbent may be exposed to extremes in temperatures and weather conditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and chemical. The incumbent is required to wear safety gear such as hard hat, safety glasses or goggles, heavy/rubber gloves, seatbelts, noise reduction ear muff/plus, steel toe shoes/boots, reflective safety vests and related safety clothing gear as required.

Education and Training · High school education or equivalent.

