

# **Town of Canterbury**

**JOB TITLE:** Highway Maintenance Worker

**Date:** \_\_\_\_\_

**DEPARTMENT:** Highway

**STATUS:** Full-Time

**JOB SUMMARY:** This position is responsible for the maintenance and construction of the roads in town and other highway department responsibilities; such as, maintenance and repair of equipment and keeping of maintenance records.

**SUPERVISION RECEIVED:** Receives direct supervision from the Road Agent and/or his desinate.

**SUPERVISION EXERCISED:** Limited

**ESSENTIAL DUTIES:**

1. Maintains facilities and equipment at a level consistent with department needs.
2. Assists the general public in understanding department procedures, regulations and services.
3. Participates in construction, reconstruction and maintenance of town streets, highways, bridges, sidewalks, storm sewers, culverts, drainage systems and pavement markings, consistent with the department's needs.
4. May participate in the collection of waste, refuse and garbage; care of public dumps; care of public parks and cemeteries; public beaches; public forests; public playgrounds; shade and ornamental trees.
5. Works harmoniously with elected and appointed officials, employees, the public, public agencies and private organizations.
6. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

1. Knowledge of the principles and practices of modern public works jobs and methods, including year-round highway maintenance.
2. Knowledge of town policies and procedures, ordinances and state and federal statutes.
3. Knowledge of construction and engineering principles, concepts and methods preferred.
4. Knowledge of public works construction, materials and equipment.
5. Knowledge of town geography, streets and zoned areas.

6. Knowledge of the standards by which the quality of public works service is evaluated.
7. Knowledge of light and heavy equipment application, maintenance and operation, building and grounds maintenance and repair procedures.
8. Skill in working multiple and concurrent projects.
9. Skill in reading and understanding plans, maps, charts and surveys preferred.
10. Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and G.I.S. programs preferred.
11. Skill in public and interpersonal relations.
12. Ability to organize time in order to meet deadlines.
13. Ability to read and understand architectural and construction plans, engineering drawings and technical reports preferred.
14. Ability to maintain accurate records and files on equipment maintenance.
15. Ability to communicate effectively in English, both verbally and in writing.
16. Ability to exercise sound and mature judgment and discretion.
17. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
18. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

**PHYSICAL REQUIREMENTS:** Work is performed in both office and field settings. Considerable outdoor work is required in the management and supervision of public works projects.

1. Ability to pass a DOT Physical Exam or its equivalent.

**WORK ENVIRONMENT:** Work is performed in a variety of environmental conditions, including outside weather conditions of heat, cold, precipitation, noise, etc. There is exposure to normal construction hazards in addition to the everyday risks or discomforts that require normal safety precautions..

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with road construction or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require five years of driving experience, preferably experience in

welding and fabrication, equipment maintenance and repair; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

3. Possession of a CDL-A or CDL-B driver's license.
4. Pass a drug and alcohol test.

Approved by the Board of Selectmen

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Robert J. Steenson, Chairman

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Cheryl A. Gordon

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George Glines