

TOWN OF CAMPTON

JOB TITLE: Highway Laborer

DEPARTMENT: Highway

EMPLOYMENT STATUS: Full-Time

EXEMPT STATUS: Non-Exempt

LABOR GRADE:

JOB SUMMARY: This position is responsible for a variety of routine skilled and unskilled manual laboring duties involving the operation of heavy equipment and the construction, repair, and maintenance of roads, bridges, and drainage systems.

SUPERVISION RECEIVED: This position receives direct supervision from the road agent and is evaluated by the road agent based upon the performance of essential duties.

SUPERVISION EXERCISED: Provides no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES (The listed examples may not include all duties of the position):

1. Operates heavy equipment such as a grader, backhoe, excavator, and truck.
2. Performs road maintenance, including sweeping, cold patching, shoulder work, and mowing.
3. Clears roads of debris, plows snow, and sands roads.
4. Repairs and maintains roads, bridges, and drainage structures.
5. Operates hand tools, including chain saws.
6. Cuts brush, puts up signs and replaces culverts and grades.
7. Loads and hauls excavation material and gravel.
8. Maintains department vehicles and equipment.
9. Welds and does metal fabrication as training allows.
10. Follows all safety procedures and instructions.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of town and department policies and procedures.
2. Knowledge of methods, materials, and equipment used in construction, maintenance, and repair of street surfaces, curbs, bridges, and drainage structures.
3. Knowledge of hazards and safety precautions common to machinery and equipment required in road maintenance.
4. Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work.
5. Ability to be available to respond to emergency situations and seasonal needs.
6. Ability to use hand and power tools.
7. Ability to perform manual labor and make minor repairs on equipment.
8. Ability to perform frequent strenuous physical effort under adverse weather conditions.
9. Ability to communicate verbally.
10. Ability to see and hear as required in vehicle and equipment operation.
11. Ability to read and understand instruction manuals.
12. Ability to detect errors in equipment operations and maintenance.
13. Ability to establish and maintain effective working relationships with town officials, other employees, and the general public.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity, and quality expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations, or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project, or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching, or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent with specialized training in the operation of heavy equipment and trucks.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of related experience, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
3. Possession of, or ability to readily obtain, a valid New Hampshire driver's license (CDL) for the type of vehicle or equipment operated.