

Town of Mount Holly Seeks Highway Maintenance Worker

The Town of Mount Holly seeks an experienced highway maintenance worker to join its road crew starting August 1, 2023. A description of the position follows. The application for employment can be found on the Town's website by visiting www.mounthollyvt.org and navigating to Announcements→*Job Openings and Employment*, or can be picked up in person at the Town Office.

Interested candidates should submit letters of application to the Mount Holly Select Board at mounthollyselectboard@gmail.com or can mail letters to Mount Holly Select Board at PO Box 248, Mount Holly, VT 05758. Applications can also be hand-delivered to the Town Office at 50 School Street in Mount Holly.

Highway Maintenance Worker Job Description

Under the general direction of the Highway Supervisor with ultimate responsibility to the Select Board, this position advances the safe and effective functioning of the municipality's highway maintenance operations through skilled, safety-focused and efficient labor in municipal construction projects and maintenance of municipal roads, sidewalks, vehicles and equipment. The highway maintenance worker:

- Operates commercial motor vehicles and other related equipment while performing timely and effective maintenance of all municipal roads and rights of way (ROW), including plowing, and spreading sand to facilitate safe travel conditions.
- Performs timely and effective repair of all municipal roads, ROW, and drainage systems, including ditches and the cleaning, repair and replacement of culverts, installation of guard rails.
- Installs and changes grader and snow plow blades and wings on trucks as necessary with another crew member.
- Performs timely and effective maintenance of ROW along roads including mowing, trimming, brush/branch/tree removal, and clears the roads and limbs from storm damage, etc.
- Performs all needed manual tasks such as: shoveling, sign repair and installation, flagging, trash/debris removal, and all related work.
- Identifies and communicates in a timely manner to Highway Supervisor all needed repairs, for example: road hazards, signs in disrepair, low hanging branches, overgrown brush.
- Performs routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs daily safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Maintains neat and orderly storage and workspace.
- Refers requests and concerns expressed by the public to Highway Supervisor.
- Completes recordkeeping requirements on a daily basis including timesheets.

- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

Work Hours:

In general, the regular work week hours are 6:30 A.M. to 3:00 P.M. Monday through Friday, but hours will vary depending upon weather conditions and needs of the municipality. Wintry weather conditions, certain summer projects or emergency situations will require additional hours that are likely to exceed normal workday hours and include work on Saturdays and Sundays, especially in winter.

Knowledge, Skills and Abilities

At least one year experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is required.

Education and Training

High school diploma or equivalent required or two years of relevant experience required. Valid driver's license and clean driving record required. Valid Commercial Driver's License (CDL) Level A or B required.

Physical and Mental Demands

Employees in this position frequently and repeatedly lift or move up to 50 pounds and occasionally lift or move up to 100 pounds. Employees drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions. Employees must adhere to all federal drug and alcohol testing requirements.

Work Environment/Conditions

Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends. Weekend and night on-call hours required during winter season.

Compensation and Benefits

Compensation will be set by the Select Board at an hourly rate that is commensurate with the employee's experience and competitive with similar opportunities in other municipalities. Employees are offered a full benefits package, including the option to participate in employer-sponsored health insurance, dental insurance, a Health Reimbursement Account, retirement benefits, and paid time off.

Disclaimers

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time. 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 Mount Holly is an equal opportunity employer.