

Town of Scotland, CT  
**Road Crew**  
Job Description

Job Title: **Road Crew**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date:1-6-11

Job Desc. Last Review Date:1-6-11

Job Desc. Approved By: **Scotland BOS** Date:January 6, 2011

This position is:  Elected  Appointed  Hired

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### POSITION SUMMARY

This is semi-skilled highway maintenance work of moderate difficulty for the purpose of maintaining, repairing, and cleaning Town roads, drainage facilities and other highway facilities.

### JOB DUTIES

1. Make and implement routine and emergency highway maintenance decisions.
2. Perform on Municipal property:
  - a. Catch basin/drain pipe/culvert installation, cleaning and repairs
  - b. Road sweeping
  - c. Snow removal
  - d. Brush removal
  - e. Maintenance of road/traffic signs
  - f. Pothole repair
  - g. Large item and leaf pick-up
  - h. Various basic maintenance and repairs on department equipment
  - i. Limited carpentry, electrical, plumbing maintenance and repair duties at Town buildings and facilities
3. Assist with road construction and resurfacing.
4. Operate and use a variety of hand and power tools.
5. Drive, load, and unload heavy trucks to and from job sites.
6. Inspect equipment to assess working condition and need for preventive maintenance.

7. Inform Road Foreman of any road related complaint(s) and corrective action(s) taken to resolve.
8. Establish and maintain effective working relationships with Town Hall staff, subordinates and the general public.
9. Move furniture and other heavy, bulky objects as requested. Load and unload trucks.
10. Assist with building and park maintenance as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### SUPERVISION GIVEN

None

### SUPERVISION RECEIVED

Works under the general supervision of the Highway Foreman.

### QUALIFICATIONS

1. Must have current Connecticut driver's license, and State of Connecticut Class B Driver's License (CDL).
2. Experience in the operation of maintenance and construction equipment, plus some experience in heavy manual labor, *or* any combination of training and experience which provides a demonstrated potential to perform the duties of this job.
3. Good knowledge of standard highway construction, repair and maintenance practices.
4. Clean driving record for at least 5 years..
5. Considerable skill in safe operation of dump trucks, snow plows, and a variety of other highway maintenance vehicles.
6. Knowledge and experience/skill working with heavy equipment, and safe work practices.
7. Ability to understand and follow complex oral instructions.
8. Ability to work without close supervision including the ability to problem solve and make routine decisions concerning road and equipment maintenance.
9. Ability to establish and maintain effective working relationships with supervisors and fellow employees, and have positive interactions with the public.
10. Position is subject to random drug screening; results must be "clean."

## TOOLS AND EQUIPMENT USED

1. Heavy trucks and other road maintenance equipment.
2. Two Way Radio
3. A variety of hand tools and power tools including but not limited to: shovels, saws, rakes, compressors, pumps, post hole diggers, and drills.
4. Dump trucks, other highway maintenance vehicles, roller, sand spreader, snow plow, and backhoe

## PHYSICAL DEMANDS

1. Ability to drive large vehicles and operate heavy equipment.
2. Ability to lift and/or move up to 75 pounds.
3. Ability to perform heavy skilled and manual labor for extended periods of time, often under adverse and uncomfortable conditions.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

1. A significant amount of this job is performed outdoors in various weather conditions.
2. Intermittent exposure to loud noise and vibration.

## HOURS

This is a 40 hour per week position.

Normal work hours are Monday through Friday 7:00AM – 3:30PM.

Additional hours may be required in urgent or emergent situations.

## COMPENSATION

1. This is an hourly paid position; hourly wage is determined by the BOS.
2. One 30 minute unpaid lunch break and two 10 minute paid breaks.
3. Benefits include paid holidays, vacation, sick, bereavement and personal time.
4. Clothing allowance for safety and work related clothing, as established by the First Selectman/Road Supervisor.

5. Any travel required is compensated at the prevailing IRS rate.
6. If, by request of the Road Supervisor, this employee works more than 40 hours in one week, the time worked beyond 40 hours is paid at a rate of 1.5 times the regular hourly rate.
7. The Pay period is bi-weekly.
8. This position is eligible for Retirement benefits and Health Insurance.

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The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.