

ASSISTANT PUBLIC WORKS DIRECTOR

JOB SUMMARY

Performs skilled work in the operation and servicing of all types of heavy equipment including performing field adjustments and emergency repairs. Duties are varied and diversified in maintaining public roads including equipment operation and manual labor assignments. Exercises considerable judgment and resourcefulness in applying maintenance methods, correcting hazardous road conditions and in performing some administrative duties requiring accountability for labor and materials utilized in maintaining assigned highways. Responsible for the safe and efficient operation of vehicles and all equipment used in the construction and maintenance of streets, culverts, drainage systems and other public works projects. Required to maintain daily construction site reports on employees and equipment.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director. After receiving instructions, work is generally performed without direct supervision which requires independent judgment and resourcefulness. Work is reviewed in conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED

Exercises supervision over highway department employees in performing skilled and semi-skilled activities, including maintaining the flow of work and explaining methods while performing similar duties on assigned public works projects. Acts as department supervisor and assigns and reviews work in the absence of the Public Works Director.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position).

- Routinely operates, services, performs field adjustments and emergency repairs to all heavy equipment such as graders, front end loaders, backhoe and trucks involved in highway maintenance and construction projects. Also operates the following equipment: brush saw, chainsaw, chipper, compressor and allied equipment, compaction test equipment, generator, welder and allied equipment, hydro seeder, tractor (crawler, H P 45 and up), loader (wheel 3/8 through 1-3.5 cylinder), loader (wheel 1-1.2 cylinder and over), maintain huber, mower (hand and power), paint sprayer, power grader, leaf vac, roller (2 axle, 10 to 12 ton), road sweeper (tractor mounted, road sprayer, tractor wheel with various attachments (24 HP and up), tractor crawler, (HP 20-44 with various attachments) or other equipment necessary to maintain and repair all town roads and equipment.
- Operates graders on construction shaping sub grades to drain, cutting ditches and shaping low back sloper; spreading and compacting surface gravel as well as road mixed bituminous material for surface treatment; plows snow and cuts ice from payment and ditches.
- Operates front end loader and back hoe in removal of trees and stumps and the cutting of roadway excavation to rough grade; cutting and smoothing slopes and excavating material for the placement of culverts, loads trucks, plows snow and blows snow when equipment with a rotary plow.
- Operates heavy trucks and uses hopper bodies with power drive spreader discs to spread salt and sand in winter and sand in summer for resurfacing treatment, plows snow in emergency areas and widens the roadbed after each snow storm by setting the snow windrows back from the pavement.
- Assists in performing maintenance functions on buildings, guardrails, sign posts; the installation of culverts, drains, snow fences, catch basins and curbs; sewerage repair and maintenance; and performs other highway maintenance work as required.
- Performs maintenance and repair on town owned sewerage facilities.
- Operates transit to establish grades
- Performs related work as required.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Extensive knowledge of the operation, use and maintenance of all equipment used on highway maintenance and public works projects. Thorough knowledge and skill in the use of all tools used for maintenance and construction work. Knowledge of State laws and regulations pertaining to motor vehicle operations and spillage laws. Considerable knowledge of highway maintenance and construction methods. Knowledge of work hazards, safety

practices and traffic laws relating to equipment operation. Skill in the operation and care of heavy maintenance and construction equipment. Ability to detect errors in equipment operations and maintenance. Ability to maintain time records, complete cost records and prepare reports concerning maintenance activities. Ability to train personnel, supervise and evaluate the quality of work produced. Ability to understand, follow and give oral and written instructions. Ability to mark arithmetic computations. Ability to establish and maintain harmonious working relationships with fellow employees and the public.

MINIMUM QUALIFICATIONS REQUIRED

Possession of a high school diploma or equivalent and four (4) years' experience in the operation and maintenance of heavy duty equipment such as graders, front end loaders, heavy trucks of 36,000 GVW or larger, prior supervisory experience; or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Willingness to be on call back and desire to work outdoors under extreme weather conditions. Possession of valid CDL. Must live within 30 minutes of the Northfield Highway Garage.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be regularly required to exert significant physical effort, e.g. lifting and carrying heavy equipment and materials (often over 50lbs). Regularly required to work outdoors under extreme weather conditions for extended hours.