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| **Position Title:** | Heavy Equip. Operator/Laborer | **Grade Level:** |  |
| **Department:** | Highway Department | **Step:** |  |
| **Reports To:** | Highway Superintendent | **Updated on:** | 07/17/2025 |



**TOWN OF ROWE – JOB DESCRIPTION**

**Basic Function:**

Under the supervision of the Highway Superintendent or Assistant Superintendent, this position involves performing semi-skilled and unskilled work related to the operation and maintenance of various highway department equipment, including pick-up and dump trucks, front-end loaders, graders, and more. This role requires engaging in various labor-intensive duties and may include overseeing part-time and on-call employees to ensure timely and efficient task completion. A typical work week consists of 40 hours. Overtime is required throughout the winter months.

**Responsibilities:**

-Maintains and repairs roads as instructed by the supervisor.

- Cuts brush and trees, rakes, runs and feeds woodchipper.

- Digs ditches, patches holes in roads; cleans drains, installs drainage systems.

- Use of hand and power tools.

- Operate pick-up and dump trucks to transport construction and maintenance materials, tools, and equipment.

- Operates snow plowing equipment as needed during winter months.

- Perform general labor duties such as loading and unloading materials, maintaining and repairing vehicles, repairing storm drains, cold patching, and managing roadside upkeep.

- Equipment repairs and adjustments, including changing batteries, tires, and brakes, and servicing.

- Install, maintain, and replace all signage utilized within the town for traffic and parking identification.

- Ensures worksites and garage areas are safely secured at the completion of each work shift.

- Performs similar or related work as required, or as a situation dictates.

- Periodically attends meetings, workshops, and training courses to remain current on practices and safety precautions.

- Always represents the town professionally and completes assignments safely and efficiently.

**Work Environment:**

Work is performed outdoors and involves exposure to variable weather conditions and hazards associated with construction sites, various public works projects, and storm emergencies.

This role involves both fieldwork and garage settings, with exposure to varying terrain and weather conditions.

Involves risks and discomforts; various weather conditions, working around moving parts and equipment etc.

May be exposed to hazardous materials.

**Physical Requirements:**

The physical requirements outlined here are typical for employees to effectively carry out the essential duties of this role. Reasonable accommodations may be provided to help individuals with disabilities perform these essential functions.

Most days are spent performing heavy physical labor, standing/walking, or operating equipment.

**Minimum Requirements:**

- High school diploma or equivalent

- Possession of a valid CDL and hoister’s license.

- Ability to pass a pre-employment drug test and submit to annual drug testing.

- Familiarity with the geography of the Town of Rowe.

- Knowledge of truck operation, maintenance, and light repairs.

- Skills in operating highway equipment and making repairs and adjustments.

**Special Requirements:**

- Responds to calls on a 24/7 basis.

**Knowledge, Ability, and Skill:**

Thorough knowledge of procedures, equipment, materials, and tools related to road construction and maintenance; understanding of highway department principles; familiarity with basic safety standards, practices, and procedures; and knowledge of how to operate vehicles, equipment, and tools.

Ability to communicate effectively with superiors, other department employees, town staff, and the public; capable of working independently, prioritizing tasks, and meeting deadlines; able to follow written and oral instructions.

This job description outlines the essential functions and requirements for the role.

*This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements for the job change.*

Approved by Highway Superintendent:

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

Signature

Approved by HWY Employee:

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Signature

Approved by the Board of Selectmen: Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Joanne Semanie, Chair

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Marilyn Wilson, Vice-Chair

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Bill Baker, Selectmen