

TOWN OF BRISTOL

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PUBLIC WORKS EMPLOYEE

Job Description

REPORTS TO: Public Works Foreman

DEPARTMENT: Public Works

STATUS: Full-time, non-exempt (hourly), benefits eligible

MISSION STATEMENT

The Town of Bristol Public Works Department is committed to keeping the town's highways, sidewalks, public infrastructure, and municipal facilities in good repair to keep our residents and visitors safe.

POSITION SUMMARY

This position involves a variety of tasks relating to maintaining Bristol's transportation system, public infrastructure, and municipal facilities. The Public Works Employee is responsible for routine maintenance, repair work, and following the direction of the Foreman. Duties typically require the use of a variety of tools, machinery, and vehicles. The employee must meet all training requirements and demonstrate knowledge of and skill in the maintenance and operation of heavy equipment.

DUTIES AND RESPONSIBILITIES

- Perform maintenance activities that require a variety of hand tools, power equipment, and heavy machinery.
- Repair pavement cracks, patch potholes and surfaces, line stripe, ditch, grade, and sweep.
- Plow and sand roads and sidewalks during winter operations.
- Perform flagging and traffic control.
- Mow, repair road shoulders, clean roadsides, cut trees and brush, and clean drains and culverts.
- Install and maintain traffic signs and roadway markings.
- Operate large or small trucks, with or without snowplow and wings, primarily during winter months.
- Operate other heavy equipment including loaders, tractors, bulldozers, graders, rollers, and other specialized equipment.
- Perform routine maintenance and inspections on assigned equipment.
- Assist with or perform occasional tasks associated with buildings and facilities maintenance.
- Follow all applicable safety protocols and required personal protective equipment practices.
- Perform related duties as required.

PHYSICAL REQUIREMENTS

The following are essential physical functions of this position. Reasonable accommodation will be made for qualified individuals with disabilities where it does not impose an undue hardship or create a direct safety threat.

- Lift, carry, push, and pull up to 50 pounds regularly and up to 75 pounds occasionally, with assistance where appropriate.
- Stand, walk, bend, stoop, kneel, crouch, twist, and reach overhead for extended periods on uneven, icy, or sloped ground.

- Climb on and off trucks and heavy equipment repeatedly throughout a shift, including the use of ladders and steps.
- Shovel, rake, sweep, and operate hand and power tools continuously for sustained periods.
- Operate equipment for extended periods while seated, with exposure to whole-body vibration and repetitive hand and foot controls.
- Maintain sufficient vision, including depth perception and peripheral vision, and sufficient hearing to operate equipment safely in and near moving traffic.
- Work extended shifts, including shifts of twelve hours or more during storm events and emergencies.
- Wear required personal protective equipment, including hard hat, high-visibility vest, safety-toe footwear, and eye and hearing protection.
- Meet and maintain U.S. Department of Transportation medical certification standards required for a Commercial Driver's License.

ENVIRONMENTAL CONDITIONS

- Duties require the ability to withstand exposure to extreme outdoor weather conditions, including heat, cold, rain, snow, and ice.
- Required to be available for considerable overtime during periods of heavy snowfall or other emergency situations.
- May be required to report to work outside of the normal schedule and must be reachable by phone.
- Normal dangers associated with work on or near heavy equipment, hazardous materials, and debris from roadside litter are present.
- Exposure to dust, fumes, exhaust, noise, and vibration is routine.
- May be exposed to blood and airborne pathogens.
- Hazards are always present when working on roads with moving traffic.
- This is a designated safety-sensitive position. Participation in the random drug and alcohol testing program is required.

KNOWLEDGE AND EXPERIENCE

- Minimum high school diploma or equivalent.
- Minimum two years of maintenance or construction experience.
- Considerable knowledge of the operation, use, and maintenance of equipment used in maintenance activities.
- Knowledge of safe and effective winter maintenance techniques.
- Ability to meet job deadlines and complete assigned tasks in a safe and timely manner.
- Ability to communicate effectively and deal appropriately with the public.
- Ability to perform basic computer operations, including e-mail and electronic timekeeping.
- Ability to take initiative and assume responsibility for assigned routine maintenance activities.
- Ability to understand, communicate, and carry out oral and written instructions.
- Ability to interpret and follow equipment maintenance manuals, schematic diagrams, and similar technical data.
- Ability to operate and maintain highway equipment and vehicles.

CONDITIONS OF EMPLOYMENT

- A valid Class B Commercial Driver's License (CDL) with air brake endorsement is required. Candidates who do not hold a CDL at the time of hire may be considered if they are able to obtain one within six months of hire, with Town-supported training.
- Overtime work is required and is considered a condition of employment.

- Must reside within a reasonable commuting distance of Bristol in order to respond to winter and emergency call-outs.
- Successful completion of a pre-employment drug test and ongoing participation in the federal drug and alcohol testing program.
- Successful completion of a motor vehicle record check.

EQUAL OPPORTUNITY

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, sex, gender identity, sexual orientation, or familial status. The Town will provide reasonable accommodation to qualified individuals with disabilities to perform the essential functions of this position.

Adopted by the Bristol Selectboard: April 30, 2018

Revised: _____