



Town of Blandford Massachusetts

Job Title: Highway Department Maintenance Worker	Location: 114 Otis Stage Road
Job Type: Hired	Reports To: Highway Superintendent
Hours per Week: Part Time of Full Time	Pay Basis: Hourly

JOB DUTIES:

- Perform various standard highway department tasks using a wide variety of manual and powered equipment, including but not limited to pick-up truck, dump truck, backhoe, street sweeper, salt spreader, chipper, tamper and hand tools, etc.
- Operate snow plowing and street sweeping equipment on all streets within the town according to established routes and procedures.
- Preventive maintenance on vehicles, equipment and tools as required.
- Select materials and tools needed to perform work assignments and return all tools and equipment to the town highway building at the completion of the work shift.
- Ensure worksites and garage areas are safely secured at the completion of the work shift.
- Use portable radios to communicate with other highway department staff.
- Street sealing, crack repair, pothole repair and other street repairs.
- Repair curbing, storm sewers, sidewalks, catch basins and road surfaces.
- Operate spray paint equipment to stripe and paint crosswalks, curbing and signs.
- Fabricate, install, maintain and replace all signage utilized within the town for traffic, park and street identification.
- Maintenance to town areas that will include, but not limited to mowing, trimming, cutting, spraying of vegetation, trash removal and snow removal on sidewalks.
- Basic care, trimming and maintenance of trees within the town's responsibility and in accordance with the Tree Warden's requirements.
- Assist in the preparation and cleanup for special town events as required.
- Place and retrieve barricades, lane cones and other traffic directional devices for emergency and event control and assist in traffic control during those events.
- Train new employees in the operation of equipment, highway department procedures, town requirements and safety practices.
- Keep the Highway Superintendent and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Identify and resolve reported issues and concerns in a timely manner and report corrective action to the Highway Superintendent.

- General maintenance to highway facility that will include but not limited to painting, minor carpentry and general upkeep.
- Respond to after-hours calls for emergencies that involve the town as required.
- In the absence of Highway Superintendent, perform portions of that position as assigned.
- Perform related, similar, or other logical miscellaneous duties as assigned by the Highway Superintendent, which may require ability to perform functions beyond those contained in this job description.

GENERAL RESPONSIBILITIES:

- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to the Highway Superintendent within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

REQUIREMENTS – MINIMUM QUALIFICATIONS:

- Possess a valid Massachusetts state driver’s license
- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Knowledge and ability to operate equipment such as backhoe, chipper, spray paint equipment, street sweeper, snow plow, power tools, air compressor, chain saw and other miscellaneous equipment pertaining to job duties.
- Ability to perform heavy manual labor, including heavy lifting of up to 50 lbs.
- Physically able to work in all types of weather conditions.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.
- General knowledge and ability to follow all safety procedures and practices.
- Knowledgeable in a variety of semi-skilled and skilled maintenance tasks.

WORKING CONDITIONS:

- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in outside environment.