

**TOWN OF SCOTLAND
JOB DESCRIPTION**

JOB TITLE: DRIVER/LABORER

SALARY:

DEPARTMENT: Highway Dept.

**HOURLY X
FULL TIME X
PART TIME**

NATURE OF WORK: This is semi-skilled and unskilled work involving the performance of a variety of tasks relating to the construction, repair and maintenance of highways, grounds and facilities which may require the operation of several types of vehicles, the operation of heavy equipment and/or the operation of light equipment. Performs general labor work. Employees in this position shall be required to have and maintain a current, valid CDL type "B: driver's license, at the minimum, with a good driving record clear of any convictions for serious motor vehicle violations and, within one year of employment, obtain a CDL type "A" driver's license.

SUPERVISION RECEIVED: Works under the supervision of the First Selectman and the Highway Foreman.

SUPERVISION EXERCISED: None

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Operates heavy equipment such as bulldozers, cranes, drag-lines, backhoes, front-end loaders, road graders, power-driven shovel, power-driven rollers.
- May drive and operate mechanical equipment such as trucks, rollers, pay loaders, eductors, sever machines, compressors, jackhammers, chain saws, scoop buckets, power pick-up sweepers, wing and rotary snowplows and lawn mowers.
- Drives and operates small and large trucks, power-driven rollers, compressors, chain saws, and snowplows. May be assigned to operate all light equipment.
- Cleans gutters, sweeps streets, digs ditches, shovels-materials such as sand, stone, etc., and spreads patching materials. Cleans catch basins by hand. May perform miscellaneous carpentry, painting and masonry work. Removes snow and ice from walkways, driveways and equipment.
- Replaces signs and posts, including guard post installation.
- Performs a variety of unskilled and semi-skilled tasks as laborer: does related work as required i.e.,
 1. Acts as groundsman, rakes grass and leaves, lays out courts and fields, seeds and cares for lawn;
 2. Cuts grass weeds and brush by hand or power equipment;
 3. Trims trees and bushes;
 4. Operates motor vehicles; does related work as required;
 5. Operates basic hand tools, power tools and equipment
 6. May perform all duties and operate all equipment in lower classifications.
 7. Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.
 8. Regular attendance is a requirement of this position.
 9. Ability to climb in and out of truck bodies for maintenance and cleaning.
 10. Ability to climb in and out of catch basins for inspection and cleaning.

****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****

OTHER JOB FUNCTIONS:

Performs related work as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of materials, methods, and techniques used in general highway maintenance, drainage installation, resurfacing highways, installing curbing, maintaining parks, ball fields and grounds.

Thorough knowledge of equipment used in such maintenance. Considerable knowledge of the processes, materials and tools used in the particular skill.

Considerable ability to operate heavy mechanical equipment.

Thorough knowledge of the hazards and safety precautions of the work.

Ability to act independently, exercise mature judgment, and make responsible decisions in accordance with established policies and procedures.

Ability to follow both written and oral instructions. Must have the ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to perform all duties and responsibilities and operate all equipment in classifications lower than that in which employee is assigned.

Experience and Training

Not less than two (2) years employment in the construction and maintenance field or an allied field including two (2) years employment in the special skill or in lieu thereof, an equivalent combination of experience and training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend; twists; stoop; kneel; crouch or crawl; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrist for repetitive motion; reach with hands and arms; drive; tolerate exposure to environmental allergens.

While performing the duties of this job, the employee works in outside weather conditions as well as inside, and in so doing, works near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to loud.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal behavior.

LICENSE OR CERTIFICATE:

Must possess a current, valid CDL type “B” driver’s license, at the minimum, with a good driving record clear of any convictions for serious motor vehicle violations and, within one year of employment, obtain a CDL type “A” driver’s license.

*****This job description does not constitute an employment agreement or contract between the Town and the employee and is subject to change by the employer and requirements of the Job change.*****

APPROVED BY: Scotland Board of Selectmen

DATE: February 14, 2018