



Town of Panton Chartered 1761

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Job Description – ROAD CREW

Summary of Duties and Responsibilities:

This position reports to the Road Foreman and requires experience with most aspects of highway and bridge maintenance, equipment operation and maintenance, job safety, mechanical ability, record keeping, communication skills, and any other tasks assigned by the Road Foreman and/or Selectboard and/or Town Clerk.

Essential Qualifications:

- ✓ Possess and maintain Vermont CDL.
- ✓ Ability to operate town highway equipment.
- ✓ Experience with plow and wing, sanding, and salting operations.
- ✓ Ability to carry out written or oral instructions from the Road Foreman, Selectboard, and Town Clerk.
- ✓ Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public.
- ✓ Carry out regular maintenance of equipment.
- ✓ Some experience with paving and paving materials and practices, bridge maintenance, drainage, and culvert construction.
- ✓ Maintain all required licenses or certifications required to perform the job.

Compensation:

Compensation for the Road Crew position is based on a forty (40) hour week of four (4) ten (10) hour days, usually worked Monday through Thursday. The Road Foreman and/or Selectboard must approve any deviations from this standard week. Bi-weekly time sheets must be filled out in ink and submitted to the Road Foreman or Town Clerk at the end of the pay period as required by Federal law, before receiving a paycheck. The time sheet will include a record of all time worked including the time work commenced and ended.

All Town Employees are paid on a biweekly basis.

The Road Crew is eligible to participate in the Vermont Municipal Employees' Retirement Systems (VMERS) Group C.

Terms of Employment:

The Road Crew is appointed by the Selectboard upon recommendation of the Road Foreman after interviews and reference checks. Compensation and benefits are set by the Selectboard and governed by Personnel Policy. A six (6) month probationary period is a condition of employment.

An annual evaluation will be conducted within thirty (30) days of the end of the fiscal year to review performance of the Road Crew and determine opportunities for growth. This evaluation will provide the Road Crew an opportunity to suggest process improvements as well as respond to the evaluation.

The Road Crew is expected to request Paid Time Off (PTO) time at least two weeks before the requested days off when more than two consecutive working days are requested.

PTO is earned as follows:

- First year of service = 88 hours PTO, earned and accrued at 3.38 hours per pay period
- Second through sixth year of service = 128 hours PTO, earned and accrued at 4.92 hours per pay period
- Seventh through thirteenth year of service = 168 hours PTO earned at 6.46 hours per pay period

Overtime pay is at time and one-half the Road Crew's regular pay rate and is earned only after 40 hours time actually worked in a standard work week (Saturday through Friday).

Holidays: The Town recognizes nine (9) official holidays and grants employees three (3) floating holidays per year. Road crew receives ten (10) hours of pay for each holiday. If an employee works on the date of an actual holiday, for example Christmas Day, December 25, the pay rate is twice the regularly hourly rate.

Use of town property, equipment, materials or supplies for private purposes requires prior written authorization from the Selectboard.

Use or possession of alcohol or illegal drugs while on duty for the Town of Panton will be considered grounds for immediate termination.

Road Crew is expected to provide at least two weeks written notice if resigning their position.

Important Skills and Requirements:

- CDL with endorsements and a clean driving record.
- The road crew is expected to be available as needed for storm response/snow removal from November through March. Time off requests during this period shall be at the Road Foreman's discretion.
- Ability to perform strenuous physical tasks such as bending, lifting, carrying, digging, etc., in all weather conditions.
- Advanced mechanical skills a plus.

Experience:

Three (3) years experience with heavy equipment operation, road construction, and road maintenance.

Education:

High school education or equivalent.