

HIGHWAY DEPARTMENT EQUIPMENT OPERATOR/TRUCK DRIVER

The Town of Grafton Vermont is seeking a qualified individual to fill the position of Highway Equipment Operator/Truck Driver.

This position is full time and a CDL License is required.

Duties include but not limited to snowplowing, with plow and wing, routine maintenance of highways and roads, minor bridge and equipment repairs and general labor. Previous experience with heavy equipment and road maintenance preferred. Additional requirements are a good work ethic, positive attitude, hard worker, and a team player.

Starting wage for the position is based on experience and includes an excellent benefit package.

For complete job description and application form see Grafton website, Announcements page at https://graftonvt.org/?page_id=164

Applicants may seek further details or submit a resume/application by contacting Grafton Town Clerk, 802-843-2419 or by email krecord@graftonvt.org or Grafton Administrator, 802-843-2552 townadmin@graftonvt.org or in person at 117 Main Street Grafton or by mail at PO Box 180, Grafton, VT 05146

Deadline for applications is 4:00 P.M., Thursday, August 25, 2022

The Town of Grafton is an Equal Opportunity Employer.

JOB DESCRIPTION
Equipment/Truck Operator
Town of Grafton Highway Department January 2022

Job Duties

Under the supervision or direction of the Road Foreman, Assistant Road Foreman or Selectboard the Equipment/Truck Operator is employed to:

- Perform the work the Town requires of this employee from time to time as directed or on the employee's own initiative.
- Operate and run all Highway Department machinery and equipment.
- Perform general labor duties.
- Responsible for minor repairs and general maintenance of highway equipment.
- Note and alert Road Foreman to problems with town highways, infrastructure, equipment or machinery.
- Operate equipment and machinery in a safe and responsible manner.

Job Requirements

- Training: Educational background must be such that applicant can read and interpret maintenance handbooks and reports.
- Experience: Minimum of 2 years highway maintenance experience preferred.
- Abilities:
 - Must be able to follow instructions and understand directions.
 - Must be able to deal in a courteous manner with the public.
 - Must be able to take responsibility and, when necessary, take the initiative in carry out the duties set forth above.

Miscellaneous Requirements

- Must have valid Commercial Driver's License (CDL).
- Must be at least 18 years old.
- Good physical condition is required to perform effectively during all types of weather.
- Must live within 30 minutes travel time to Highway Garage.
- Must have read and signed the Town Personnel Policy and comply with the provisions of the Town Personnel Policy and
- Must read and comply with the Town's Federal Motor Carriers Safety Administration (FMCSA) Policy.
- A probationary period as required by the Personnel Policy is mandatory.

Reports To: Road Foreman or in the Road Foreman's absence, to the Assistant Road Foreman or to the Selectboard.

Work Hours:

- 6:00A.M. to 2:00P.M.
- Or as deemed necessary and set from time to time by the Road Foreman or Selectboard.
- On call for snow removal, emergencies or as needed by the Town and directed by the Road Foreman, Assistant Road Foreman or Selectboard.

Town of Grafton

PLEASE NOTE: It is important that you submit a RESUME with all the information requested in this form OR complete all parts of the application. If your resume or this application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address	
Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Telephone	Alternate Phone
If under 18, please list age	Email

Additional Information		
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Have you ever been employed by this organization in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes, please explain:

Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's license number	Issued in what state?
Do you have a Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> A or <input type="checkbox"/> B	Driver's license number	Issued in what state?

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				

College or Business/Trade School

Military

Have you even been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date

Specialty

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No**References**

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date