

**JOB DESCRIPTION – Equipment Operator/Truck Driver
Town of Grafton Highway Department**

Job Duties

Under the supervision or direction of the Highway Supervisor, Assistant Highway Supervisor, or Selectboard the 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 the Highway Supervisor 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 the applicant can read and interpret maintenance handbooks and reports.
- Experience: Minimum of 2 years of 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 carrying out the duties set forth above.

Miscellaneous Requirements

- Must have a 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 of travel time to the Highway Garage.
- Must have read and signed the Town Personnel Policy and comply with the provisions of the Town Personnel Policy.
- 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: Highway Supervisor or in their absence to the Assistant Highway Supervisor or to the Selectboard.

Work Hours:

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

I, _____ (print name) agree with this job description.

DATE: _____

SIGNATURE: _____