

# Job Description

**POSITION:** Temporary Driver/Laborer

**DEPARTMENT:** Town of East Haddam, Public Works Department, Highway Division

**REPORTS TO:** Public Works Superintendent and Public Works Director

## **GENERAL STATEMENT OF DUTIES:**

Performs routine unskilled and semi-skilled manual labor in the construction and general maintenance of roadways and Town owned facilities. Required to accurately record daily work activities that include work performed, materials used, hours spent and equipment used on each assignment.

Responsible for daily inspections and safety checks of vehicles and equipment including fuel, oil, grease and routine maintenance. Services and performs minor repairs or replacement of operator serviceable wear items to assigned vehicles and equipment. May be required to drive a dump truck requiring a CDL license or operate other equipment in a higher classification as needed.

Responsibilities include on call status for overtime work of an emergency nature. Performs other Public Works functions as directed by the Public Works Director, Public Works Superintendent or designee.

## **SUPERVISION RECEIVED:**

Work is performed under limited supervision after the Public Works Director, Public Works Superintendent or designee gives work assignments in the form of specific verbal and/or written work orders.

## **SUPERVISION EXERCISED:**

Supervises and instructs other employees, contractors or helpers as directed by the Public Works Director, Public Works Superintendent or designee.

## **GENERAL ACTIVITIES:**

Performs various roadway maintenance duties, such as traffic control, pothole patching, cleaning catch basins, shoveling/plowing snow and sanding roadways/facilities. Works on paving maintenance crews doing such jobs as jack hammering pavement, shoveling, raking and tamping asphalt.

Operates pavement saws and manual or automatic compactors. Loads and unloads heavy materials from trucks and moves or aids in moving heavy objects or equipment. Performs chain

saw operations, assists in roadside mowing and cuts grass. Operates pneumatic and hydraulic tools and various types of pumps. Works with all types of hand tools and power tools. Does routine maintenance and cleaning of town trucks/equipment and assists the Driver-Mechanic as needed.

**KNOWLEDGE, SKILL AND ABILITY:**

Proficient in the operation of pumps, chain saws, power tools and related Public Works equipment. Ability to follow verbal/written instructions along with the ability to accurately record daily work assignments. Ability to work long hours in severe weather conditions and the ability to work cooperatively with others. Sufficient physical condition to perform all aspects of the job.

**EXPERIENCE AND TRAINING:**

Graduation for high school or technical school or the equivalent combination with a work history in the construction field. A valid commercial driver's license (CDL) Class B is required.

**DRIVER/LABORER**

**GENERAL INFORMATION**

HOURS: 40 hours per week  
8 hour shift - 7:00am - 3:30pm with 1/2 hour unpaid lunch break.  
Overtime hours may be necessary during weather emergencies.

HOURLY RATE RANGE: \$22.75 - \$28.43

**REQUIREMENTS:**

1. High School diploma or equivalent.
2. Valid CDL Class B

**BENEFITS:**

1. None

**NOTE: This job description is not, nor is it intended to be, a complete statement of all the duties, functions, and responsibilities which comprise the position.**

**Rev. 1/11/19**