

**TOWN OF BRIDGTON**  
**HIGHWAY DIVISION**

**POSITION NARRATIVE:**

This is skilled manual work in the operation of trucks, sidewalk plows, front end loaders, etc. and related motorized equipment as well as hand tools.

Employees in this class are responsible for the safe and efficient operation of trucks, light tractors and front-end loaders in the performance of public works maintenance. Work also involves manual labor tasks related to the maintenance of Town roads and facilities.

Work instructions may be provided in detail for each job to be performed or may follow an established routine. Work is subject to frequent checks both while in progress and upon completion by the Public Services Director.

**LEVELS OF AUTHORITY AND DECISION MAKING:**

X ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

\_\_\_ DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

\_\_\_ DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION:**

This position is supervised by the Public Services Director.

**EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)**

Performs varied work assignments using sidewalk plow, street sweeper, truck, front-end loader, and related light motorized equipment and hand tools.

Drives a light or heavy truck transporting dirt, gravel, construction materials, parts and equipment; assists in loading or unloading trucks.

Performs varied maintenance work including loaming, seeding, curbing, plowing snow, sanding, salting of streets and maintenance of public works facilities.

Helps keep surface drains open and assists in the building and repair of streets and sidewalks; hauls tar and other material for the repair of streets using a truck.

Maintains cemetery grounds and digs and fills graves when necessary.

**EXAMPLES OF WORK (continued)**

May perform general mowing and clean-up work in Town parks and cemeteries. When necessary, may perform general chain saw work as needed.

Performs related work as required.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Knowledge of the traffic laws, ordinances and good driving rules involved in the operation of automotive vehicles.

Knowledge of the geography of the Town, including the location of its streets.

Ability to operate trucks, front end loaders, light tractors and other lighter motorized equipment safely and according to traffic laws and regulations.

Ability to make minor repairs and adjustments.

Ability to use all safety related equipment to perform the required work while keeping self safe as well as co-workers.

Ability to learn how to operate heavier motorized equipment.

Ability to perform manual labor for extended periods of time under adverse climatic conditions.

Ability to make out reports on activities and condition of equipment.

Ability to occasionally lift/lower, push/pull 100ft/lbs.

**DESIRABLE EXPERIENCE AND TRAINING:**

Some experience in the operation of standard automotive equipment heavier than passenger vehicles, and completion of high school, or any equivalent combination of experience and training. Must have some experience in snow plowing and operation and pass a simple snow fighter test.

**NECESSARY SPECIAL QUALIFICATIONS**

Must possess a valid Class A or B motor vehicle operator's license issued by the State of Maine.

Must be able to pass a standard medical examination if required of all new employees in this class.

**NECESSARY SPECIAL QUALIFICATIONS (continued)**

Must pass drug and alcohol testing.