

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Public Works Operator

FLSA: Non-Exempt

Department: Public Works

Classification: Full Time

Reports to: Public Works Director

Revised: April 2024

POSITION SUMMARY

Responsible for maintaining a Commercial Driver's License (CDL) and safely performing a variety of light and heavy equipment operations related to all aspects of public works including snow removal, road and sidewalk repair/maintenance, sanitation collection and cemetery maintenance. The Operator also performs vehicle and equipment maintenance and repairs as well as general labor functions such as shoveling, mowing, cutting brush and directing traffic. Work is performed year-round in a variety of extreme weather conditions under the direction of the Public Works Director.

GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner
- ✧ Adheres to the policies set forth in the Employee Handbook
- ✧ Arrives on time and prepared for the work day
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members
- ✧ Is approachable and responsive to ideas and feedback
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals
- ✧ Able to work independently with minimal direction
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✧ Reports all injuries and accidents immediately to his/her supervisor and/or the Town Manager

POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Repairs and maintains roadways and roadsides (including patching, ditching, culverts and grading) as necessary.
- ✧ Replaces road signs and maintains all town roadways in a safe condition.
- ✧ Maintains brush, trees and grass on town property, and landscaping as needed.
- ✧ Assists with or oversees general upkeep of all cemeteries.
- ✧ Operates and maintains power equipment, mowers, chainsaws and various hand tools as needed to perform daily tasks.

Initials _____

- ❖ Operates plow equipment, loader, backhoe, excavator, dump truck, tractor, street sweeper, sidewalk machine and other equipment as needed.
- ❖ Performs preventative maintenance on vehicles, equipment and facilities.
- ❖ Performs snow removal/sanding activities at town facilities.
- ❖ Assists the PW Director and Road Commissioner in evaluating roads, creating work plans, overseeing independent contractors, and documenting work progress.
- ❖ Maintains accurate public works records such as equipment inspections and maintenance logs.
- ❖ Uses best workplace safety practices. Adheres to departmental, organizational, and industry safety standards and practices. Completes all required safety training.
- ❖ Maintains a clean, organized work area and equipment free of hazards. Proactively corrects and/or reports potential hazards in the workplace when observed.
- ❖ Other related duties as assigned and directed.

DESIRED EDUCATION & EXPERIENCE

- ❖ A High School Diploma or equivalent experience and education.
- ❖ Knowledge and experience performing basic mechanical work on vehicles and equipment.
- ❖ Familiarity with light and heavy equipment and operation.

REQUIREMENTS

- ❖ Ability to maintain valid Maine Commercial Driver’s License (CDL) Class B or higher and be insurable in a normal risk pool.
- ❖ Good physical health with ability to pass periodic drug and alcohol tests, as required in statute.
- ❖ Knowledge of traffic laws, ordinances and rules involved in the operation of automotive vehicles.
- ❖ Ability to work extended and on-call hours as needed, including nights, weekends, and holidays.
- ❖ General knowledge of road maintenance and repair.
- ❖ Ability to safely operate trucks, heavy equipment, and other various motorized equipment according to laws and safety regulations.
- ❖ Ability to walk uneven terrain and lift to a maximum of 50 lbs. repeatedly.

ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated _____

Employee’s Signature

Printed Name

Initials _____