

**PART-TIME PUBLIC WORKS CLASS B DRIVER
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES:

This is a part-time, on-call position, covered by the conditions of the Norridgewock Personnel Policy Ordinance. Employees perform laboring work and operate Town equipment (trucks, front-end loaders, snowblowers, etc.) in the course of treating surfaces and removing snow and ice from streets and sidewalks within the Town.

SUPERVISION RECEIVED:

Position receives supervision from the Public Works Foreman in the form of specific instruction. Work is reviewed while in-progress and upon completion.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Safely and efficiently operate Town plow equipment, including but not limited to a 46,000 GVW plow truck, 3/4 ton pickup truck, snowblower, and large equipment, to remove snow and ice from Town roads and pedestrian walkways. Trucks may have blade and wing attached.
- Safely and efficiently spread salt, sand, and/or any other road treatment mix to streets and sidewalks.
- Inspect equipment before and after use to ensure safe operation.
- Makes operating adjustments to equipment and service vehicles with gas, oil, and grease. May assist with vehicle repairs.
- Operate radios and/or phones to communicate hazards, road conditions, and/or accidents to the Public Works Foreman or assignee.
- Ensure proper safety procedures are being followed at all times, including, but not limited to: refueling, operating equipment, general pedestrian traffic, radio activity, and vehicle operation
- Any other various tasks deemed relevant and necessary by the Town Manager, Public Works Foreman, or other assigned supervisor.

JOB REQUIREMENTS:

- Must be 18 years of age or older.
- High School Diploma or equivalent.
- Must possess a valid Class B Maine Driver's License with a safe driving record.
- Must possess experience driving a 41,000 GVW plow truck or equivalent type vehicle.
- Ability to read and comprehend instructions and relay information either verbally or in writing to colleagues, general public, and supervisor.
- Possess mechanical aptitude.
- Must be able and present for work when called upon within 60 minutes and report to work during inclement weather.
- Must possess and wear steel-toed safety footwear.

WORK SCHEDULE:

This position is seasonal, part-time, and on-call. The duration of this position is approximately November through April.

OVERTIME:

In the event the employee works in excess of forty (40) hours in one week, hourly wages shall be paid at one and one-half (1 ½) times the base hourly rate for all hours worked over forty (40). All overtime must be authorized in advance by the Town Manager.

COMPENSATION & BENEFITS:

The starting wage for this position is \$14.00 per hour, subject to review by the Town Manager. Employee who is called in shall receive a minimum of two (2) hours' pay at the employee's regular rate of pay, plus the time actually worked during the call. The time actually worked shall be at the appropriate rate of pay, either straight time or time and one-half. The call-in wage shall not apply when employees are held over at the end of a shift.

This position is not eligible for paid holidays, vacation, and sick time. This position is not eligible for Town-provided health benefits or any other benefit option (i.e. vision, dental, etc.)

APPOINTMENT:

Appointed by the Town Manager.

RELATIONSHIP WITH SELECTMEN:

Except for the purpose of inquiry and information, the members of the Board of Selectmen shall deal with administrative officers and employees of the Town only through the Town Manager, as provided in M.R.S.A. 30-A §2635.