

Town of Hill

Highway Department

Job Description

Job Title: Highway Maintainer

Employment Status: Full-time (40 hrs./wk)

Job Summary: This position maintains public roads to insure safe passage for residents. Position requires skill in the operation of heavy-duty trucks and equipment used in the maintenance and construction of paved and unpaved road and ability to do maintenance and repairs on this equipment. There is a certain amount of unskilled physical labor required as well.

Supervision Received: This position is under the supervision of the Road Agent

Work Schedule: Forty hours per week (Winter is Monday-Friday and Summer Monday-Thursday) plus overtime required for snowplowing, road repair/maintenance operations when conditions make this necessary.

Duties and Responsibilities

1. Report to work at the appointed time each day. Ability to work on-call during the winter to perform snow removal duties.
2. Ability to do maintenance work on all machinery and equipment.
3. Responsible to keep/update maintenance logs on equipment.
4. Basic knowledge of road maintenance principles.
5. Keep work area and bays clean of dirt and debris.
6. Makes recommendations for solving problems encountered in the performance of day-today duties.
7. The ability to be a member of a team and work cooperatively with co-workers. Be able to work independently or with a crew on an assigned tasks.
8. Be diplomatic in handling uncomfortable interpersonal situation should they arise.
9. Ability to do manual labor when necessary.
10. Ability to lift and carry up to 50 lbs. on an intermittent basis.
11. Ability to work in diverse outside weather conditions which are typical in maintaining New Hampshire roads on a year-round basis.

Physical Requirements: Work is performed in both indoor and field settings. Considerable outdoor work is required in the maintenance of public roads.

Work Environment: Work is performed in a variety of environmental conditions, including outside weather conditions of heat, cold, precipitation, noise etc. There is exposure to normal construction hazards in addition to the everyday risk or discomforts that require normal safety precautions typical of field work.

Minimum Qualifications:

1. Must have a high school diploma.
2. Two years full time work experience in road maintenance and/or equipment operation.
3. Possess, at a minimum, a CDL Class B license. OR obtain one within 6 mos of employment (Reduced pay until CDL is obtained).
4. Be able to pass a pre-employment drug test and random drug and alcohol test during employment. Employees hired after July 1, 2025 must obtain a DOT Medical Card and maintain it.
5. Be able to operate heavy equipment such as loader, backhoe grader, and/or excavator.
6. Have experience in plowing snow and sanding public roads or commercial accounts.
7. Be skilled in handling small power equipment such as a chain saw, compactor, grinder, etc.
8. Be able to maintain small power equipment.
9. Welding and mechanic skills are desirable.

Employee

Date

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Date