



## Town of Alton Job Description Public Works Department- Highway Division Light Equipment Operator II

**Date:** August 2, 2021

**General Position Description:** Work involves the operation of light construction equipment used in a variety of maintenance and construction projects related to streets, driveways, signs, sidewalks, and day to day operations of the Highway Department. This position also performs various semi-skilled tasks essential to public works and utilities operations. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** This position reports to the Highway Division Foreman/Manager.

**Environment:** Inside: 1%      Outside: 99%

**Equipment Used:** Light construction or road equipment, Roller, Sweeper, Roadside Mower, Backhoe, loader, 10-wheeler, 6-wheeler, small roller, etc.

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Perform preventive and routine maintenance on equipment.
2. Make minor repairs.
3. Perform routine road maintenance and construction activities such as hauling materials, ditching, sumping, drainage installation, etc.
4. Operate on an emergency and seasonal basis, plowing, snow removal, repair of bridges.
5. Operate portable power equipment and hand tools.
6. Conduct snow removal operations which is frequently required during winter months.
7. Perform other duties as specified.

**Cognitive and Sensory Requirements:**

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, and general public, etc.
- **Hearing:** Necessary for receiving instructions for safety while working, and listening to instructions and questions.  
**Speaking:** Necessary for communicating with employees, residents, supervisors, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting and all equipment and tools associated with mechanical needs.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations as well as other outside locations and around department locations, equipment/vehicle sites, breakdown sites, needed to perform all functions of the job in, out, and around vehicles and equipment.

**Physical Requirements:**

Lift up to 10 pounds: constantly required.  
Lift 11 to 25 pounds: frequently required.  
Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.  
Carry up to 10 pounds: constantly required.  
Carry 11 to 25 pounds: frequently required.  
Carry 26 to 50 pounds: occasionally required.  
Carry over 50 pounds: rarely required. Assistance may be available.  
Push/pull: constantly required.  
Reach above shoulder height: frequently required.  
Reach at shoulder height: constantly required.  
Reach below shoulder height: frequently required.  
Sit: one total hour per day. During plow season sitting up to various hours  
Stand: six plus hours per day.  
Walk: four plus hours per day. During specific construction projects  
Twisting: occasionally required.  
Bending: frequently required.  
Crawling: rarely required.  
Squatting: rarely required.  
Kneeling: rarely required.  
Crouching: rarely required.  
Climbing: frequently required.  
Driving: required for snow removal operations during winter months.

**Fine motor skills (hands, wrists, fingers, feet, toes, etc.):**

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required. hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: rarely required
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, equipment, etc.

**Work Surfaces:**

- Rough, wet, slippery terrain
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Extreme Heat and Cold and High Winds
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas
- Grass, dirt, gravel, mud, Trenches or confined spaces such as drainage, sewer man-holes
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

**Summary of Occupational Exposures:**

- May be exposed to fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Maybe exposed to noise and other hazards from operating engines and equipment
- Travel in a motor vehicle is required.

**Training, Skills and Experience Requirements:**

- Chain saw class
- Work safe class
- Air brake class
- Plow safety class
- Car control
- CPR
- Personal protective equipment
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities

**License/Certification Requirements:**

- Valid NH CDL (A) driver's license
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities. Example: Road Scholar II, with Class B License, proficiency with operation of Sweeper, Roadside mower, and or 5 years of experience with satisfactory performance reviews.
- Achieve T2 Road Scholar I with one year of promotion/hire to the position.

**Schedule:** Summer hours of Monday through Thursday, 6am – 4pm. Winter hours of Monday through Friday, 7am – 3pm. Possible overtime if and when needed or required and approved.