



TOWN OF SANDWICH
JOB DESCRIPTION
DEPARTMENT: Highway Department
FLSA Category: Non-Exempt

- ELECTED
- APPOINTED
- FULL TIME
- PART TIME

HIGHWAY MAINTAINER

JOB OVERVIEW: This town employee is hired by the Board of Selectmen upon the recommendation of the Road Agent and reports directly to the Road Agent.

Work Week/Overtime Pay: The standard work week is forty (40) hours:

Winter: Five (5), eight (8) hour days, plus on-call/call-out time as required

Summer: Four (4), ten (10) hour days

Overtime is at time and one half as directed by the Road Agent with the approval of the Board of Selectmen.

JOB REQUIREMENTS:

- Operate equipment and vehicles as directed by the Road Agent
- During winter season, be available for call out for snow/ice removal
- Ability to perform "Heavy Duty" work per the Dictionary of Occupational Titles
- Maintain a courteous relationship with the public referring all problems to the Road Agent
- Maintain a courteous relationship with other crew members
- Assist in maintaining a clean and safe work area
- Assist other departments (Transfer Station, Recreation Department, etc.), as needed

HEALTH AND TRAINING REQUIREMENTS:

- Physical, to include a drug test, prior to start of employment. Selectmen may request a reassessment of physical condition at any time
- Participation in the Town/DOT Drug Testing Program, as required by law
- Participate in training on equipment and machines, as required
- Commercial Driver's License, Class A or B with air brakes, is required

OTHER DUTIES, BASED ON ABILITY WILL INCLUDE, BUT NOT LIMITED TO:

- Truck maintenance and repair
- Electrical work on motor vehicles
- Welding
- Clearing Brush - using a chain saw and brush chipper
- General Duty Work - using a shovel, rake, etc.
- Road construction and maintenance
- General carpentry and maintenance as directed by the Road Agent

I have read and understand this job description. I believe I am qualified to apply for, and succeed in, this position.

Applicant's Signature Date

Amended 04/2022

TOWN OF SANDWICH MISSION, VISION, AND CORE VALUES STATEMENT

VISION – the why

To create a future that brings out the best in our town community.

MISSION – the what

We provide exceptional public services in a responsive, fiscally responsible manner while preserving our unique rural small-town character that is Sandwich.

CORE VALUES – the how

SERVICE

Our commitment to excellent service is at the core of what we do. We exhibit pride, positive enthusiasm, and dedication to our work in our timely response to the needs of our residents.

COMMUNITY

We strive to improve, engage, and support our town and community. We are proactive bridge-builders who encourage opportunities to build connections with our residents, local organizations, and work colleagues.

LEADERSHIP

With a genuine commitment to professional growth and improvement, we work together as a team, across all departments, to overcome obstacles, bring out the best in others, and develop systems and programs to productively and safely serve our community.

PROFESSIONALISM

We are prudent, transparent, and commit to self-assessment and goal setting to effectively implement best practices in our work. Through our work we promote fairness, cooperation, and respect for our residents and colleagues.

INTEGRITY

We adhere to the highest ethical standards. We are honorable, accept personal responsibility, and strive to uphold our organizational values with our decisions and in our actions. We understand that trust is earned through dependability, communication, and good character.

FISCAL STEWARDSHIP

As stewards of public resources, we efficiently and carefully utilize Town resources while always operating with the goal of delivering value and sustaining long-term success.