

TOWN OF WILTON
HIGHWAY DEPARTMENT WORKER JOB DESCRIPTION

Job Summary

Works for the Highway Department, and all Town Departments which fall under their scope. in a responsible, and courteous manner with the public and all Town employees.

Supervision Received

Works under the supervision of the Road Agent.

Essential Duties

- Must be able to perform various standard tasks using a wide variety of manual and powered equipment.
- Must be able to identify and resolve Public Works issues and concerns in a timely manner.
- Must be able to perform duties in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards
- Must be able to perform all aspects of roadway construction using various equipment and techniques.
- Worksites, vehicles and garages must be kept in a clean orderly manner and safely secured at the completion of the work shift.
- Must keep the Road Agent accurately informed concerning work progress, including present and potential work problems.
- Must attend meetings, workshops and training sessions and review publications to become and remain current on principles and practices and new developments in assigned work areas.
- All employees shall be required to respond to after hour calls for emergencies and snow removal.
- Must be able to perform special tasks as assigned by the Road Agent.
- Must be able to perform routine maintenance on all Town owned buildings and properties.
- Must report all accidents, to self and/or property, and safety concerns to the Road Agent.
- All employees must represent Wilton in a professional manner.
- Must have and maintain a CDL NH driver's license and current medical card, and have a clean driving record.
- Must be in physical condition to perform his/her duties.
- All employees must be able to take and pass random drug testing.
- Employee shall perform related, similar, or other logical duties as assigned and may be required to perform duties beyond those contained in this job description.

To apply, please contact Janice Pack, Administrative Assistant at 654-3299 or adminassist@wiltonnh.org or download an application from the website.