



Job Title: Heavy Equipment Operator
Department: Public Works

FLSA Designation: Non-Exempt
Pay Classification: 12

JOB SUMMARY

This position is responsible for the operation of heavy equipment in support of assigned Public Works operations. CDL preferred.

DUTIES AND RESPONSIBILITIES – majority of duties, but not meant to be all-inclusive or prevent other duties from being assigned as necessary.

- Operates a variety of equipment to assist in the maintenance of town streets, buildings and infrastructure.
- Transports equipment and materials to work sites.
- Maintains and repairs a variety of equipment and vehicles.
- Removes snow and ice from streets; spreads sand and salt.
- Assists with road repair duties; patches potholes; maintains and repairs bridges; maintains drainages ditches and culverts.
- Removes trees and brush from roadways and ditches.
- Flags traffic and establishes safe work zones.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation and maintenance of assigned motorized equipment.
- Knowledge of construction equipment, materials and methods.
- Knowledge of traffic hazards and traffic safety principles, practices and procedures.
- Knowledge of proper lifting techniques and personal protective equipment.
- Knowledge of departmental and town policies and procedures.
- Skill in the operation of motorized equipment as applied to public construction projects.
- Skill in comprehending and following safety rules and regulations.
- Skill in understanding and following oral and/or written policies, procedures and instructions.
- Skill in communicating effectively with others.

PHYSICAL DEMANDS/ WORK ENVIRONMENT – that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in the field, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position reports to the Public Works Director or their designee (typically the Working Foreman).
- This position does not have supervisory or management responsibilities.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated. CDL is preferred.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy, Town Manager
Effective: May 2025