

**ACWORTH, NEW HAMPSHIRE
JOB DESCRIPTION**

Job Title: Highway Maintenance Employee
Department: Acworth Highway Department
Reports To: Acworth Road Agent

SUMMARY. Performs routine assignments in maintenance and repairs of Acworth highways and bridges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Operates vehicles involved in snow plowing, road repair, and roadside repair.
2. Works on maintenance and construction of highways and bridges.
3. Assists in the maintenance and repair of all vehicles and other equipment.
4. Provides routine maintenance and repairs to department buildings.
5. Performs other duties as may be assigned by the Highway Supervisor.

INTERPERSONAL REQUIREMENTS.

1. The employee is expected to have the ability to interact with other town employees, contractors, and all others he encounters during the performance of his duties, in a responsive, courteous and friendly manner.
2. Employee is expected not to engage in conflicts that become verbally or physically abusive or involve verbal or physical threats.
3. Employee is not to engage in arguments with the citizens of Acworth or other individuals encountered during the performance of his duties regardless of who initiated the argument, or the provocation perceived by the employee. In this situation the employee is expected to refer the individual confronting him to the Highway Road Agent.

GENERAL JOB REQUIREMENTS.

1. Report to work at the time and place specified by the Highway Road Agent.
2. If unable to report to work due to sickness, injury, or other emergency situation, Highway Road Agent is to be notified in a timely manner.
3. Report to work prepared for the conditions likely to be encountered during the workday.
4. Report to work fully alert and not under the influence of alcohol, or drugs that might impair employee's reaction time or ability to think or act in a normal and rational fashion.
5. Employee not to consume any beverage, medicine or other substance that contains alcohol during the workday.
6. Employee is not to consume in any way, any drug that might impair his reaction time or ability to think or act in a normal and rational fashion.

QUALIFICATIONS. In order to perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. **Education and/or experience.** High school diploma or general education degree (GED) and two years of experience in highway or street maintenance or an acceptable equivalent combination of education and experience. Requires working knowledge of roads and vehicle maintenance procedures, and skill in the operation of a variety of highway vehicles.
2. **Language skills.** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to other employees.
3. **Mathematical skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to interpret miscellaneous drawings and schematics.

4. **Reasoning ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
5. **Certificates, licenses, and registrations.** Possesses a valid Class B Commercial Drivers License with air brake endorsement.
6. **Physical requirements.** Must have normal (or correctable-to-normal) eyesight and hearing, and no physical condition that limits or prevents meeting the requirements contained elsewhere in this job description, including the ability to lift and/or move heavy objects for an extended period. Also, must have adequate flexibility and agility to allow working in awkward spaces, and to allow movement over slippery and/or uneven terrain without injury.
7. **Work environment.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to cold, hot, wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibrations. The noise level in the work environment is usually moderate to occasionally loud.