

Town of Eliot, Maine
Job Description

Position Title:	Seasonal Driver	Grade Level:	N/A
Department	Public Works	Date:	October 2023
Reports to:	Public Works Director	FLSA Status	Non-Exempt

Statement of Duties: Highway Workers perform a wide variety of maintenance and construction tasks, operate trucks and other related equipment as needed for necessary roadway clearing, maintenance, repairs, and other projects.

Supervision Required: None

Supervisory Responsibility: The employee is not responsible for the regular supervision of any Town employees.

Accountability: Consequences of errors missed deadlines or poor judgment would include adverse public relations, legal repercussions, waste of materials, danger to public safety or personal injury.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

Confidentiality: In accordance with the State Public Records Law, the employee does not have regular access to confidential information.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, equipment/machinery, dust, smoke, heat, cold, oil, dirt, or grease. Work may be performed indoors or outdoors, regardless of weather conditions.

Nature and Purpose of Contacts: The majority of interaction is with co-workers and Town employees that requires courtesy and tact in order to maintain effective working relationships. Contact with the public takes place on an occasional basis.

Occupational Risks: Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of equipment and related materials, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hard hats, or boots may be required to perform duties in a safe and effective manner.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This temporary position will be utilized as needed and on demand to fight winter storms and conduct general winter operations such as snowplowing and snow removal. All employees take part in ongoing training regarding equipment skills and other operations. Interacts with the public in a courteous and tactful manner. Must be available for emergency operations, as required. Able to follow oral and written instruction, and perform other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience:

High school diploma or equivalent GED required. Background in winter operations, including plowing, sanding, equipment upkeep/maintenance is ideal. Positions available for drivers with Class B or A CDL License required.