



Town of Burlington

Selectmen's Office
860.673.6789 Ext. 1
Fax 860.673.8607

Accounting Office
860.673.6789 Ext. 5
Fax 860.673.8607

Assessor
860.673.6789 Ext. 3
Fax 860.675.9312

Highway Department
860.673.6789 Ext. 8
Fax 860.673.8427

Land Use Office
860.673.6789 Ext. 6
Fax 860.673.8607

Parks & Recreation
860.673.6789 Ext. 7
Fax 860.675.5038

Tax Collector
860.673.6789 Ext. 4
Fax 860.675.9312

Town Clerk
860.673.6789 Ext. 2
Fax 860.675.9312

200 Spielman Highway
Burlington, Connecticut
06013-1735
www.burlingtonct.us

TOWN OF BURLINGTON PUBLIC WORKS DEPARTMENT

JOB DESCRIPTION:

Highway Maintainer

GENERAL STATEMENT OF DUTIES

Tasked with maintaining, repairing, constructing, and cleaning town roads, drainage structures, highway facilities and town-owned buildings and properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate heavy trucks, vehicles, and equipment for the purpose of road maintenance, hauling, loading and snow and ice removal.

- Maintain and repair public roads and paths, both paved and gravel, including cutting roadside trees and brush, replacing road signs, repairing potholes, and installing and cleaning road drainage pipes and culverts.
- During snow and ice conditions, load, plow and sand public roads and facilities; shovel and clear public ways as required.
- Control traffic at work sites by setting up appropriate work zone traffic controls including cones, barricades, advance warning and flagging to guide traffic through or around work areas.
- Make routine highway maintenance decisions involving equipment operations and maintenance and safe driving and safe work practices.
- Lifting of furniture and other objects both inside and outside town buildings.
- Possess good knowledge, skills and ability in heavy equipment operations, basic preventive maintenance procedures and safe driving and work practices.
- Proficient in the operation of a variety of hand tools and power tools.
- There is no guarantee of overtime — however, overtime is a requirement of the job.

TOOLS AND EQUIPMENT USED

- Daily operation of dump truck, backhoe, loader, bulldozer, skid steer, grader, tractor and sweeper.
- Snow removal equipment including plows, sanders, and snow blowers.
- Tree and brush clearing equipment including chain saw, pole saw, woodchipper, over-the-rail mower, other mowers and weed trimmer.
- Road equipment including curb machine, saws, roller, plate compactor and line painting machines.



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REQUIREMENTS OF WORK

Graduation from an accredited high school or vocational school with experience in the operation and maintenance of heavy trucks and mechanical equipment, or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

- **Strong skill set in lawn mowing and maintenance of sports fields.**
- Ability to operate heavy equipment such as backhoe, pay loader and over-the-rail mower.
- Basic knowledge of the occupational hazards and safety precautions of the job.
- Possession of a Connecticut Class B, CDL driver's license, Class A preferred.
- Availability for emergency call-in as needed 24/7 for such issues as weather-related storms and other road hazards.
- Must reside within 20 miles of the Burlington Town Hall at the end of the probation period
- Ability to lift 50-75 lbs. repeatedly.

Physical Requirements and Working Conditions

- Must possess strength, stamina, and mobility to perform heavy physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions.
- Must be willing and able to work out of doors in all weather conditions with exposure to traffic
- Must be capable of operating varied hand and power tools, drive a motor vehicle and heavy construction equipment, and operate plow truck
- Must be capable of lifting and moving materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment.
- Must be capable of reading and comprehending printed materials; • Must be capable of hearing and speaking to communicate in person, over the telephone and over two-way radio.

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