



TOWN OF WINHALL
VERMONT

115 Vermont Route 30
Bondville, VT 05340
Tel: 802-297-2119
townadmin@winhall.org
www.winhall.org

Town of Winhall Seeks Highway Crew Member

October 12, 2020

Introduction

The Town of Winhall is accepting applications for the position of Highway Department Crew Member. This position is a working crew member position, reporting to the Highway Department Road Foreman and carrying out a variety of highway maintenance tasks.

The position is full-time with paid overtime as appropriate and a competitive benefits package. A flexible schedule, including nights, weekends, and holidays is required.

Duties of the Crew Member shall include, but not be limited to:

- Working as a team and individually to accomplish tasks;
- Being on-call 24/7 during winter months for road maintenance, including plowing and sanding;
- Maintaining timesheets, work logs, etc.;
- Assisting with determining materials and equipment required to complete jobs;
- Operating all equipment as needed to complete a job site work team or to otherwise complete daily work;
- Complying with all Town policies, and State and Federal regulations;
- Ensuring proper safety procedures and attending trainings as required;
- Complying with drug testing requirements;
- Coordinating and collaborating with other Town departments;
- Performing work deemed necessary by the Road Foreman and/or Select Board.

The Crew Member must have the following qualifications:

- Possess at least a high school diploma or GED.
- Possess a Commercial Driver's License, with proper endorsements (Class B) and medical card.
- Considerable knowledge of road construction and maintenance, culvert installation, etc.
- Minimum two years experience driving trucks, plowing snow, and/or operating heavy equipment.
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions.
- Experience/knowledge of paving and paving materials and practices, drainage and culvert construction.
- Knowledge of safe gravel pit practices, or willing to attend training to learn such.
- Ability to perform routine service and maintenance of Town Highway Department equipment.
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Ability to lift and carry 50 pounds.
- Be available 24/7 in the winter for road maintenance, including during storms.
- Possess reliable transportation to/from Town Garage.
- Ability to use computers and mobile devices, and have aptitude to learn highway software applications.

To Apply, Submit:

- * A cover letter expressing interest in employment with the Town of Winhall.
- * A resume or detailed list outlining the experience and qualifications of the applicant.
- * List of references (minimum of three).

Submissions:

E-Mail all submissions and direct all inquiries to:

Lissa Stark, Winhall Town Administrator
115 Vermont Route 30
Bondville, VT 05340
E-Mail: townadmin@winhall.org

Telephone: (802) 297-2119

Website: www.winhall.org

Applications from interested persons must be received by the Winhall Town Administrator no later than **1:00PM on Monday, November 16, 2020**. Submissions must be emailed to: townadmin@winhall.org. The Town of Winhall reserves the right to reject any or all submissions that do not meet the criteria specified by the Select Board, is received after the deadline, or is not complete. The Town of Winhall also reserves the right to seek clarification from any person that submits an application once all of the applications have been reviewed.

Interview(s) and reference checks will be conducted prior to the hiring of the Crew Member. The Crew Member must pass a mandated drug test prior to start of work in compliance with the requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his/her employment.

Terms of employment, compensation, and benefits will be set by the Select Board. A six-month probationary period will be a condition of employment.