



Town of Suffield Job Posting

Position: Highwayman 5
Post Date: March 12, 2024
End Date: March 26, 2024

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserve its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a full-time Highwayman for the Highway Department to work forty (40) hours per week. This position performs heavy labor and semi-skilled tasks in maintaining town roads' culverts, storm drains, public grounds, athletic fields, and landscaped areas. Works at the Landfill and Highway Garage requiring the operation of heavy maintenance machinery and equipment. Duties include paving, digging, snow plowing, planting, mowing, and maintaining grass, shrubs, and flowers. Serves the residents of Suffield in a customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Receives general supervision and oral or written instruction from the Lead Highwayman, Assistant, and Director of Public Works.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Performs routine maintenance, repairs, and remodeling of buildings and facilities.
2. Performs construction and demolition work and, at times, works with contractors.
3. Performs emergency maintenance, such as clearing trees and brush, plowing snow, and salting roads; arrives as first responders to accident scenes and emergencies; and performs traffic detail.
4. Performs road maintenance such as pothole patching, paving, digging, drainage, waterways, and traffic detail for road construction projects.
5. Grades baseball diamonds, lines athletic fields, paint benches and other facilities, and cleans and maintains park buildings, including outdoor comfort stations.
6. Mows and maintains lawns and fields, plants and maintains shrubs and flowers.
7. Plants grass seed, spreads fertilizer, cuts brush, sprays weeds, and rakes leaves.
8. Maintains bike trails, playgrounds, and open areas of Babbs Beach, Sunrise Park, and Stony Brook Park grounds, including breakdown of beaver dams.
9. Assists with setting up and breaking down town events such as Road Race, Relay for Life, and Suffield on the Green.
10. Assists town departments with miscellaneous requests, including painting, shelving, repairs, moving, etc., through the Facility Dude work order ticket system.
11. Creates and prints Town banners and street signage.
12. Performs resident services, including bulky waste pickups, eviction property moving, and storage.

13. Opens the Landfill and prepares for daily operations, calculates and collects fees, and assists the public with using the waste disposal recycling facilities.
14. Provides excellent customer service while answering questions and resolving complaints.
15. Receives brushes, bulky items, wood, metals, old appliances, tires, and other items brought in to be recycled.
16. Assists mechanics, maintains parts inventory, inputs data entry, and recycles Freon.
17. Follows directions and work processes as assigned and completes work on time.
18. Operates and maintains equipment and machinery according to prescribed procedures.
19. Safely performs work and observes all safety procedures.
20. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.
21. Attend seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications

Education & Experience

1. High school diploma or an equivalent combination of education and experience.
2. Two (2) years of work experience in maintenance and/or construction, including equipment operation, manual labor, and using various hand tools.
3. Experience operating large mowers, heavy roadway equipment, bulldozers, front-end loaders, and 36,000 GWJ (or greater) trucks with plow. Certain specialized positions may require a specific skill, such as carpentry, bricklaying, or auto mechanic.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills, and Abilities:

1. Knowledge of the tools, equipment, and work methods required for efficiency and quality.
2. Knowledge of the work standards and safety procedures.
3. Excellent customer service skills.
4. Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.
5. Ability to perform heavy manual labor, including pushing and lifting.

Special Requirements:

1. A valid, active Motor Vehicle Operator's license is required.
2. Must have a Connecticut Class B Commercial Driver License or be able to obtain said license within six months.
3. Must be available to answer emergency calls on a 24-hour basis.
4. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

Tools and Equipment Used:

Various power equipment includes tractor, bulldozer, front-end loader, 36,000 GWJ truck (or greater) with plow, roller, large lawn mower, and ball groomer. Hand and power tools include shovel, rake, hammer, saw, drill, and chainsaw; hard hat, safety goggles, and safety shoes.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts in precarious places may occasionally be exposed to wet and humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderately noisy, too noisy in the field.

General Guidelines:

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time, with or without notice.

Travel:

Travel is primarily local during the business day, although some out-of-the-area travel and overnight for conferences and seminars may be expected.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is a collective bargaining unit member of the Highway Union.

This is a full-time forty (40) hours per week position. Hours of work are a rotating schedule of Monday - Friday 7:00 a.m. - 3:30 p.m., Tuesday - Saturday 7:00 a.m. - 3:30 p.m. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work as job duties demand.

Compensation and Benefits:

The rate of pay is \$22.97 per hour, compensation in accordance with the Highway Collective Bargaining. Compensation follows according to the Highway Collective Bargaining Agreement, as amended from time to time. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to sfoley@suffieldct.gov or by mail to the Town of Suffield, Human Resources Department, and Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by the closing date of posting.

The Town of Suffield is an equal opportunity employer.

The above posting is intended as a guide and is not a complete description of the position or process.