



TOWN OF LITCHFIELD

Job Opportunity

Driver

PUBLIC WORKS DEPARTMENT

The Town of Litchfield is seeking qualified applicants for a full-time driver position with the Public Works Department. This 40-hour-per-week role is governed by the collective bargaining agreement between the Town of Litchfield and the Highway/Sewer Union, Local #1303-094 of Council #4, AFSCME, AFL-CIO.

Position Details:

- Schedule: Full Time (40 Hours Per Week)
- Salary: \$30.62 per hour
- Benefits: Comprehensive Health, Dental, and Vision coverage through the CT State Partnership Plan, generous time-off allowances, and an employer-contributed 401(A) retirement plan.

Application Process:

Interested applicants should submit an application, resume, and cover letter to nyarrish@townoflitchfieldct.gov.

Please note that resumes will not be accepted in lieu of an application.

Applications, resumes, and cover letters can also be mailed to:

Town of Litchfield
Selectman's Office
74 West St, PO Box 488
Litchfield, CT 06759

Applications will be accepted until a sufficient number of applications have been received. Candidates must pass a thorough background check, including DMV records, references, a pre-employment drug screening, and a physical examination.

Summary

Works under the supervision of the Public Works Supervisor or the designated supervisory person according to job assignment. Operates a variety of hand tools, power equipment, and heavy equipment to maintain, construct, and repair roadways, storm drainage systems, and Town property, including Buildings and Grounds.

Essential Job Functions

- Performs daily check of equipment to be operated and ensures it is in a safe operating condition. Performs minor maintenance and periodic maintenance on equipment, and/or Town buildings as required. Individuals are expected to read safety rules, procedures, operational and maintenance instructions, and communicate effectively with employees, management, and the general public.
- Loads trucks with materials and equipment needed at the work site, using heavy equipment as appropriate, and drives truck to transport crew, materials, or equipment to work site.
- Sets up, loads, and operates snow removal equipment, consisting of truck equipped with adjustable snow plow and sanding unit to keep roads, parking lots or facility walkways passable and clear of snow/ice during winter snow season. Some hand shoveling required.
- Drives tractor with mower attachment or mowers to cut grass on Town property, fields, lawns, and along rights of way, in order to maintain vehicle sight lines and keep Town property in a presentable condition.
- Cuts up downed trees or branches and removes standing brush or trees with power equipment and hand tools, as directed.
- Patches roads, paves roads, removes/installs curbing, sweeps roadways, and operates construction/maintenance-related equipment, as directed.
- Constructs, maintains, and cleans catch basins, culverts, drainage ditches, and other storm drainage-related structures.
- Installs/replaces street and traffic control signs, as directed.
- Moves files, shelving, books, office furniture, and equipment, as required.
- Grades and rakes top soil, using Town or leased equipment, and applies seed, fertilizer, and other soil conditioners, as required. Does landscaping work consisting of planting, installing sod, and spreading mulch.
- Installs new or replaces existing guide/guard rail systems, as required. Reports unsafe roadway/Town property conditions to the Director of Public Works or his/her designee and documents notice on a daily log. Maintains a daily log of time worked on each task and assists Crew Leader, Director of Public Works, or his/her designee in documentation of work completed and resources utilized.
- Assists in the repair/maintenance of vehicles where the task requires more than one person.
- Carpentry, electrical, and plumbing skills, boiler knowledge as necessary, to repair/maintain various Town buildings. Will be responsible for inspecting and surveying town buildings as directed and report or repair any problems.
- Other duties as assigned.

Qualifications

Must possess and maintain a valid Commercial Driver's License (CDL), minimum Class B. High School diploma or general education degree (GED) and a minimum of two (2) years experience in building and grounds including carpentry, painting, mowing and landscaping work, or High School diploma or GED with two (2) years experience in the construction/maintenance of roadways and associated storm drainage systems. Must be able to work independently.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, handle small items with fingers, reach with hands and arms, talk, and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Must be able to comply with all safety standards and procedures.

Work Environment

While performing the duties of this job, the employee regularly works inside a highway garage facility and occasionally works outside in inclement weather. The employee works near moving equipment and/or vehicles and is frequently exposed to vibration and high noise levels when operating or near the equipment. The employee may be exposed to naturally occurring toxins and diseases.

EEOC Statement

It is the policy of the Town of Litchfield 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 Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.