Job Title: Part- Time Highway Maintenance Worker
Department: Highway
Location: Town of Alburgh, VT
Hours: 32 hours per week
Pay Range: $23-$25
Position Type: Part-Time, Hourly

Position Summary:

This position is responsible for the skilled operation of a variety of equipment as necessary in the maintenance, plowing and construction activities of the Town of Alburgh.

Appointment, Supervision and Evaluation:

The Highway Maintenance Worker is responsible for reporting to the Highway Department Foreman, the Road Commissioner and the Selectboard.

Essential Duties & Responsibilities:

- Operate and maintain highway equipment (plow trucks, loaders, graders, etc.)
- Conduct routine equipment maintenance and minor repairs including but not limited to oil changes, filters and other engine fluids, greasing vehicles, repairing and swapping tires, bulb changes, performing battery maintenance, washing and cleaning assigned equipment and town garage building.
- The employee is periodically required to use hand tools to perform maintenance activities.
- Performs year-round road maintenance.
- Performs snow removal, sanding and salting operations during winter months.
- Performs sidewalk plowing and shoveling.
- Investigates, reports and takes appropriate actions on deficient roadway issues.
- Completes various written records including, but not limited to, time sheets, fuel logs, trip inspection reports and equipment service sheets.
- Performs manual labor including, but not limited to, cutting brush and trees, changing cutting edges, installing and maintaining and removing tire chains, cold patching hard surfaced roads, building and removing fences, changing and repairing flat tires, work associated with repairing drainage structures, installing road signs, road shouldering work, etc.
- Controls traffic in construction and maintenance zones or emergency situations.
- Performs maintenance and housekeeping activities when necessary and as directed (Town Garage cleaning including bathroom, offices and lunchroom).

- Light sanitation work for the Town Municipal building and Library including removal of trash.

Desired Qualifications, Abilities and Skills:

- Completion of High School or G.E.D. equivalent.
- The Highway Maintenance Worker will be lifting, pulling and managing heavy equipment and objects. Work may require Highway Maintenance Worker to lift 50lbs or more.
- The Highway Maintenance Worker will work in all weather and must be prepared for extreme weather/temperatures.
- Ability to operate heavy machinery. (trucks, grader, backhoe, loader, tractors, etc.)
- Must be able to pass a pre-employment drug test and understand that the position also includes random drug and alcohol testing.
- A combination of relevant experience and qualifications may be acceptable as determined by the Selectboard.
- Ability to read, analyze and interpret maps/plans, maintenance manuals, safety manuals and similar types of documents.
- Ability to calculate figures and amounts such as fill heights, lengths of pipe and volumes of concrete. Abilities to estimate mileage, distances and locations with respect to maps and landmarks.
- Ability to interact positively with local citizens, other town officials and employees. Maintains a positive attitude and the ability and willingness to collaborate as part of a team.
- Ability to keep accurate, organized records.
- Ability to work independently without direct supervision.

Benefits

- Vermont Municipal Employee Retirement Services VMERS (Group B)
- Paid Time Off
- Paid Holidays
- Uniforms
- Four-Day Work Week

Work Environment:

- 32-hour work week, requiring flexible schedule that may include nights, weekends and holidays, particularly in the winter/plow season.
- Primarily a hands-on, outdoor position with varying seasonal demands.
- As the Part-Time Highway Maintenance Worker is handling potentially dangerous materials, they must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others. The

Highway Maintenance Worker must take necessary precautions to protect eyes, nose and skin from irritation and infection.

- The Highway Maintenance Worker will have to work in all weather and must be prepared for both extreme hot and cold conditions.
- The Highway Maintenance Worker has a physically strenuous and demanding job.
- The Highway Maintenance Worker must also meet tight deadlines.

The above statements are intended to describe the general nature and level of work being performed by the Highway Maintenance Worker. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

- Pay Range: $23 - $25 dependent on experience and qualifications

To apply send a cover letter, resume and Town of Alburgh application to acostello@alburghvt.org Position will remain open until filled.

Posting Date: 11/17/2026