

Official Notice

As per Article 8.3 in the Union Contract: When filling a vacancy or in the creation of a new position within the department, the Town shall post a notice at locations accessible to employees. Such notice shall remain posted for at least 7 days, within which time employees may apply in writing for the position to the Director of Public Works. The notice shall set forth the classification of the position to be filled, an outline of duties, the hours and days of work, wage range, the posting date of the notice, and the last day for filing applications. Applicants who have special qualifications are encouraged to describe such qualifications briefly in their application. It is mutually agreed that the Town is free to simultaneously solicit applicants by outside advertisement.

Current Opening:

Truck Driver/ Laborer Rate \$27.01

Hours M-F 7am-3pm with required OT during winter months

Duties: DUTIES AND RESPONSIBILITIES

- Operate town equipment and perform jobs assigned, including general hand labor, truck driving, plowing and sanding, paving and patching, maintaining and repairing equipment, roadside mowing, brush and tree removal, general road construction and maintenance, general equipment safety checks.
- Relate to Town citizens in a professional, courteous and respectful manner. Report complaints to the Road Foreman, Director of Public Works or Town Administrator.
- Accurately report on time sheets to Road Foreman daily activities according to labor categories. Road Foreman may assign hours to the proper time sheet labor category.
- Follow proper safety procedures for job being performed. Report any and all accidents or injuries to the Road Foreman, Director of Public Works or Town Administrator within 24 hours of event. Accidents or injuries to be reported on forms provided by the Town. Bring personnel problems to the attention of the Road Foreman, Director of Public Works or Town Administrator in that order or as per requirements of Town of Georgia Personnel Policy.
- Use purchase order system for all purchases. All purchases require prior approval of Foreman or other authorized person. Provide copies of all receipts for purchases to Road Foreman. No personal purchases through Town accounts.
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment as per instructions of Road Foreman.
- Carry out effective, professional repairs to machinery and equipment as required per instructions of Road Foreman.
- Recognize and communicate to Road Foreman any problems or hazards.
- Follow weather conditions affecting highways and be prepared to work if called by the Road Foreman or Director of Public Works. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work.
- Maintain all required licenses or certifications required to perform their jobs.
- Any other tasks as assigned by the Road Foreman, Director of Public Works or Town Administrator relating to town operations.
- Perform other duties as assigned.

- Must be available for after-hours calls.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise good judgment when carrying out duties and to maintain good working relationships with the public and fellow employees.
- Ability to perform strenuous physical tasks such as standing for extended periods of time, operating heavy trucks and equipment for extended periods of time, bending, lifting, carrying, digging, climbing on/ off and under equipment for extended periods of time, in all weather conditions, including on nights and weekends.
- Represent the Town in a professional and positive manner.

EDUCATION AND EXPERIENCE

- High school or equivalent education, trade school or experience.
- Experience with heavy truck and equipment operation, construction and road maintenance preferred.
- Mechanical skills a plus.
- Valid CDL with endorsements and a clean driving record. CDL drivers subject to Town CDL Policy, including random drug and alcohol testing.
- Final offer of employment subject to passing a physical at discretion of Selectboard.

PHYSICAL AND MENTAL DEMANDS/ ENVIRONMENT CONDITIONS

- Position requires a frequent need to sit, stand, stoop, walk, lift, carry, climb, and perform other similar actions during the workday. Sufficient mobility is required to work in an office and a field setting.
- This position requires continuous moderate or occasional heavy physical activity.
- Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions.
- Incumbents may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds.
- Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screen, contracts, blueprints, and other printed documents; and must be able to hear in the normal audio range with or without correction.
- The physical demands described below 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 the essential functions on a case-by-case basis.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Georgia is an Equal Employment Opportunity employer.

Posting Date 4/6/2026

Ending Date 4/16/2026