



**Town of Newfane**  
**PO Box 296, 555 Route 30, Newfane, VT 05345**

**Job Opening for:**  
**Highway Crew Position**

**JOB SUMMARY:**

A Highway Crew Member reports to, and works under the supervision of, the Road Foreman. A Highway Crew member for the Town of Newfane Highway Department carries out a variety of highway and town maintenance related tasks. This position requires experience in highway maintenance and repair, mechanical ability, record keeping, and job safety. This position is full-time, 40 hours per week, and requires a flexible schedule which may include nights, weekends and holidays, as well as overtime, and offers good pay and excellent benefits.

**Qualifications:**

The Highway Road Crew member will have the following minimum qualifications:

- Possess a high school diploma or GED.
- Possess a valid Commercial Driver's License, with proper endorsements, a current Medical Card, and a clean driving record.
- Have a minimum of 2 years experience driving trucks, plowing snow, and operating heavy equipment and a chain saw.
- Ability to follow written or verbal instructions, work with co-workers as a small team member, as well as independently.
- Ability to withstand exposure to and work under varying weather conditions requiring significant physical effort, and perform strenuous physical tasks such as bending, stooping, lifting, carrying and digging.

**Major Job Duties**

The Highway Road Crew person's duties shall include, but not be limited to the following:

- Operating equipment in a wide variety of highway maintenance tasks including spreading sand and salt, and plowing snow.
- Performing general road construction and maintenance including patching, ditching work, culvert replacement and maintenance, bridge maintenance, and brush and tree removal.
- Performing light to heavy manual labor as required.
- Checking equipment to make sure all safety mechanisms are in operating condition, and performing light maintenance on equipment as required.
- Ability to carry out written or oral instructions and to exercise good judgment when working.
- Ability to withstand exposure to and work under varying weather conditions, exertion of significant physical effort, and perform strenuous physical tasks as needed.

Application follows - Please submit to Town of Newfane, Attn. **Todd Lawley, Road Foreman** at the address above, as soon as possible. (Dated: May 1, 2017)



**Job Application  
Full Time Highway Crew Position  
Newfane, VT**

Please print clearly or provide requested information on separate paper.

Date: \_\_\_\_\_

**PERSONAL INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone numbers, and best times to reach you: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

If offered the position, can you be prepared to provide your social security number, drivers license or other proof of US citizenship or right to work in the U.S.?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a felony within the last seven years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSITION/AVAILABILITY:**

Would you be available for emergencies outside of normal working hours such as for clearing roads of snow, fallen trees and storm flooding? Yes \_\_\_\_\_ No \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**EDUCATION:**

Please list your education for the schools you attended from high school and on.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SKILLS:**

Please list your transferrable skills, such as training, certifications, licenses, familiarity with vehicles (trucks, grader, back hoe, front end loader, chain saw, winch) or similar information that helps you qualify for this Position:

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**EMPLOYMENT HISTORY:**

**Present or Most Recent Position:**

Employer: \_\_\_\_\_

Your position or title: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ and/or Email: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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**May We Contact Your Present or Previous Employers?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

Your position or title: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

