

**Job Title:** Town Truck Operator/Laborer

**Location:** Woodstock, Vermont

**Job Type:** Full-Time

**Salary:** Based on experience, salary range \$22.00-\$25.00 per hour

**Reports To:** Director of Public Works

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### General Purpose

The Municipality of Woodstock is actively recruiting a Town Truck Operator/Laborer for the Woodstock Highway Department. We welcome your inquiries and encourage you to apply.

Benefits of working for the Municipality of Woodstock include:

- Culture of public service and a commitment to work/life balance.
- Competitive wages.
- Health, Dental, and Vision Insurance (FY25 the Municipality pays 93% of the cost of Health insurance and 100% of other insurance premiums for employee and their family).
- Vermont Municipal Employees Retirement System (VMERS) - includes employer and employee contributions.
- 10 days of paid vacation earned per year (starting).
- 15 days of paid sick leave earned per year (starting).
- 12 paid holidays per year.
- Two paid personal days per year (16 hours).
- The Municipality provides short term disability, long term disability, life, and AD & D insurances to eligible employees.
- Bereavement leave.
- Wellness Benefit - The Municipality pays 75% of an employee's membership to the Woodstock Recreation Center's Fitness Center or Woodstock Athletic Club bought each quarter.
- Employee Development – The municipality encourages employees to continue their education and currently offers a reimbursement program for 100% of the direct costs of the course or program that an employee is enrolled in.

APPLY BY: Submit your resume and cover letter by the Priority Deadline, Tuesday, April 15, 2025. Review of applications will occur on a rolling basis. This recruitment will remain open until filled.

For assistance with application process, please contact Stephanie Appelfeller, Chief of Staff at 802-356-2117 or email [sappelfeller@townofwoodstock.org](mailto:sappelfeller@townofwoodstock.org).

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**Job Overview:**

The Town Truck Operator/Laborer primarily operates a dump truck year-round for snow plowing, road sanding, road maintenance, etc.

**Key Responsibilities:**

- Plows Town streets.
- Operates dump truck for spreading salt and other deicing materials.
- Operates dump truck to pick up accumulated snow after large storms.
- Operates and drives dump truck in a safe and efficient manner, following all traffic laws, Town policies, and regulations.
- Loads and unloads materials using the dump truck's hydraulic system or manually as required.
- Transports materials to and from construction sites or other designated locations.
- Ensures that the load is secure and properly distributed to maintain stability during transportation.
- Perform pre-trip and post-trip inspections of the dump truck, including tires, brakes, lights, and other equipment to ensure proper functioning.
- Reports any mechanical issues or maintenance needs to the Director of Public Works.
- Follows established routes or work orders.
- Always adheres to safety procedures and guidelines, including the use of personal protective equipment (PPE).
- Communicate effectively with supervisors, team members, and site personnel to ensure smooth operations.
- Follows environmental guidelines and regulations for the disposal of materials, as applicable.
- Performs routine cleaning and maintenance of the dump truck, ensuring it is kept in clean and presentable condition.
- Performs a variety of tasks such as cleaning culverts, installing signs, and general street and sewer maintenance.
- Performs other related duties as required.

**Qualifications:**

- High School Degree or equivalent combination of education and experience.
- Must possess a CDL-B license or can obtain one.
- Ice/snow experience.
- Ability to work in adverse weather conditions.
- Proven experience operating dump trucks or similar heavy equipment.
- Solid understanding of safe driving practices, traffic rules, and regulations.
- Knowledge of basic vehicle maintenance and troubleshooting.

**Special Requirements:**

- Criminal background, motor vehicle, drug, and alcohol screening required.
- Must be available during winter months to be on call for one 24-hour day each week for snow plowing and ice control.

- Handwork with shovels, brooms, and other tools is required.
- Strong communication skills and the ability to work effectively with team members and supervisors.
- Strong focus on safety and following established protocols.

### **Physical Demands**

- Ability to lift 80 pounds.
- Must be physically fit for clearing ice from storm drains, shoveling snow, and using a walk behind snow blower.
- Physical ability to perform strenuous manual tasks often under adverse weather conditions.
- Excellent hand-eye coordination and physical stamina to operate heavy machinery for extended periods.

### **Work Environment & Schedule**

- Work is done outside in a truck/heavy equipment with manual labor work as needed.
- Environmental conditions to include operating equipment under adverse weather conditions (extreme cold and heat, extremes of noise and vibrations, fumes and dust may be present while operating or near equipment, and wet and/or humid conditions especially when exposed to weather and extreme heat conditions.
- Hazardous conditions include moving parts on equipment and machines; exposure to power lines; and traffic encountered while operating equipment and machines.
- This is a full-time position.
- This is a union position – IUPE 804.
- Regular hours are Monday through Friday, 7:00 am to 3:30 pm, with the ability to work overtime as required.
- Job Type: Full-time
- Pay: \$22.00 - \$25.00 per hour

### **Application Process:**

Interested candidates should submit a resume, cover letter, and references to Stephanie Appelfeller at [sappelfeller@townofwoodstock.org](mailto:sappelfeller@townofwoodstock.org) Applications will be accepted until positions are filled with interviews scheduled on a rolling basis.

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**The Municipality of Woodstock is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

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This job description is intended to provide a general overview of the responsibilities and qualifications required for the role. Other duties may be assigned as needed to support Woodstock's Highway department efforts.