



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Truck Driver/Laborer Lead Town of Middleton, New Hampshire Highway Department

Statement of Duties

The Truck Driver/Laborer Lead performs skilled work in the daily operations and maintenance of the Town of Middleton Highway Department. This position serves as the acting Highway Foreman when the Road Agent/Highway Foreman is performing Road Agent duties or is otherwise absent.

Supervision

Works under the administrative direction of the Road Agent/Highway Foreman. May provide guidance and direction to other department employees as needed.

Job Environment

Work is primarily performed outdoors with frequent exposure to hazards associated with heavy equipment, construction sites, and varying weather conditions. Indoor work includes assisting with fleet maintenance and equipment repairs. Extended hours are expected during storms and emergency situations. Operates heavy trucks, construction equipment, and related machinery. Regular contact with the public, town officials, other municipal departments, and private contractors.

Functions and Responsibilities

- Performs daily highway construction and maintenance duties for town roads, bridges, drainage systems, traffic signs, and related infrastructure.
- Conducts tree removal, beach maintenance, and upkeep of public buildings and grounds.
- Assists with fleet maintenance, including basic repairs, inspections, and equipment readiness.
- Participates in all snow and ice removal operations, including plowing, sanding, and sidewalk clearing.
- Supports seasonal operations such as street sweeping and parking lot maintenance.
- Ensures safe work practices and proper use of equipment and materials.
- Provides leadership and direction to crew members when acting in the Foreman role.



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Minimum Qualifications

Education and Experience

- Five (5) years of experience in highway maintenance, construction, or a related field, or an equivalent combination of education and experience is preferred.

Special Requirements

- Valid **NH CDL-B** driver's license.

Knowledge

- Working knowledge of procedures, equipment, materials, and tools used in highway construction and maintenance.
- Understanding of municipal public works operations, policies, and regulations.
- Practical knowledge of vehicle and equipment maintenance practices.

Abilities

- Ability to perform highway maintenance tasks efficiently and safely.
- Strong communication skills for interacting with employees, contractors, town officials, and the public.
- Ability to anticipate operational problems and take corrective action to prevent equipment malfunction or unsafe conditions.
- Good organizational and planning skills.
- Ability to maintain effective working relationships and represent the department professionally.

Physical Requirements

- Moderate physical effort required.
- Ability to lift heavy objects and perform strenuous work in varying weather conditions.
- Ability to walk, stand, stoop, and crouch for extended periods.
- Ability to work extended hours, including nights, weekends, and holidays, during storms or emergencies.

Advancement

This position offers the opportunity for future advancement to the **Highway Foreman** or **Road Agent** roles based on performance, experience, and departmental needs.

Application Instructions

Please submit a **cover letter**, **resume**, and **three references** to:

Email: bos@middletonnh.gov **Mail:** Town of Middleton Attn: Board of Selectmen 182 Kings Highway Middleton, NH 03887