

JOB TITLE: Road Agent

DEPARTMENT: Highway

JOB SUMMARY: Supervises the Highway Department and examines road conditions and assesses work needed to improve road conditions.

MAJOR DUTIES:

- Oversees construction, maintenance and repair of all town highways and bridges and the maintenance and repair of all sidewalks within the town, except as provided in the laws pertaining to state aid for highways and bridges and town road and bridge aid.
- Supervises Highway Department operations; organizes and establishes work procedures of subordinates, developing methods, determining work flow, assigning duties, and evaluating and disciplining subordinates.
- Examines road conditions and assesses work needed to improve road conditions.
- Prepares annual department budget and work plan for approval by the Board of Selectmen; presents budget request at public hearings and Town Meeting; administers approved budget.
- Oversees orders of supplies and maintains inventory of supplies for the Department.
- Performs varied and detailed duties in administering and supervising the construction, reconstruction and summer and winter maintenance of Town roads, culverts, and storm sewers.
- Prepares and implements short and long range plans, policies and procedures.
- Exercises considerable judgment, initiative, and resourcefulness in reviewing the work performed by Town highway employees and private contractors, organizing work to be performed under varying conditions, devising new methods, modifying procedures to meet new conditions, and making major decisions without supervision.
- Makes important contacts with the Town Administrator, Selectmen, State Highway Department, contractors, vendors, land owners, and taxpayers.
- May occasionally operate trucks and heavy equipment or perform routine mechanical repairs on same.

- Arranges for preventive maintenance of Department vehicles and equipment.
- Coordinates, in cooperation with other Department Heads, emergency response to ice and snow storms, flooding conditions, wind storm damage, and other emergency conditions affecting the safe and expeditious flow of traffic on Town roads.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects.
- Knowledge of the work hazards, safety practices and traffic laws relating to construction equipment operation.
- Knowledge of federal, state and local regulations regarding drainage, wetlands and land development, soils and construction.
- Knowledge of the principles and practices of civil engineering as applied to municipal public works construction projects.
- Ability to be available to respond to emergency situations and seasonal needs.
- Ability to understand blueprints, plans, maps, etc.
- Knowledge of the use of hand and power tools.
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to plan for municipal needs.
- Ability to delegate and distribute personnel and to direct, coordinate, supervise and review the work of others.
- Ability to express ideas effectively, verbally and in writing.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

PHYSICAL DEMANDS: The work may require considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the 5 to 10 years of experience, or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of, or ability to readily obtain, a valid NH CDL with endorsements for equipment used by the Town.

Approved October 27, 2014

