

**ROAD AGENT
TOWN OF WESTMORELAND, NEW HAMPSHIRE**

JOB DESCRIPTION

JOB DESCRIPTION: Responsible for planning, directing, conducting and administering all operations of the Highway Department. Supervises and coordinates activities of employees, including construction, maintenance and repair of town roads and bridges (RSA 231).

STATUS: Full Time – 40 hours per week with overtime as needed, Appointed (RSA 231:64)

ACCOUNTABILITY: Receives general supervision from and reports to the Board of Selectmen (RSA 231:62 & 65). This position exercises a considerable degree of independent judgment in determining priorities, use of equipment and manpower utilization.

Shall be available to meet with the Board of Selectmen at their request to review highway matters.

Performance evaluations will be done by the Board of Selectmen.

DUTIES AND RESPONSIBILITIES:

Responsible for the construction, reconstruction and maintenance of all town roads, town-owned bridges, culverts and drainage systems consistent with the funding allocated in the approved budget.

Maintain and repair all highway town-owned equipment, buildings and facilities assigned to the highway department to ensure proper operation, serviceability and safety consistent with the funding allocated in the approved budget.

Coordinate 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.

Train employees in proper maintenance procedures and provide for the safety of highway personnel as well as the public by ensuring adherence to accepted safety procedures.

Schedule and provide direct supervision of the day to day operations of the department including the activities of the personnel regarding work to be done, equipment use, project assignments and time limits involved in the repair and maintenance of roads, bridges and snow removal operations. Review work of the highway employees in progress and on completion for conformance with instructions.

Select and oversee private contractors hired to assist in completion of department projects.

Research, draft and implement bid specifications for vehicles and equipment, building repairs, salt/sand, road paving, etc. consistent with the Westmoreland Purchasing Policy.

Operate trucks and heavy equipment, as well as manual and power tools in the performance of duties.

Document, record and report FEMA funds, DOT grants, State bridge aid and any other grant funding.

Prepare an annual recommended budget for submission to the Board of Selectmen. Monitor the approved budget for highway department operations and capital planning.

Provide assistance to the Westmoreland Emergency Management Director in the creation and effectiveness of the Westmoreland Emergency Operation and Hazard Mitigation Plans.

Prepare daily reports consisting of work accomplished by personnel in the department to be submitted weekly to the Board of Selectmen.

Approve driveway permit applications and investigate compliance issues relating to site plans. Review and comment on subdivision and site plans for the Planning Board. (Driveway authority given by the Planning Board)

Present bi-weekly time sheets.

Present bi-weekly manifest, along with supporting invoices.

During winter season, monitor highway conditions. Perform winter maintenance of highways including sanding and salting roads, plowing snow, installing and removing snow plows and sanders, removing trees from highway right-of way and repairing washouts.

Ensure workforce availability during major weather events.

Install, maintain, replace and relocate traffic and road signs.

Develop inventory of town equipment and update annually. Copy to be on file in Selectmen's office.

Make recommendations to the Board of Selectmen on hiring, discipline and termination.

Meet with department employees and prepare performance evaluations every six months. Develop plan with employee if issues arise.

Keep Board of Selectmen advised of unusual problems or delays. Make recommendations to the Board regarding decisions for the highway department.

Work harmoniously with elected and appointed officials, employees and the public.

Perform other related duties as required.

KNOWLEDGE

Thorough knowledge of highway construction and year-round maintenance methods.

Knowledge of materials, tools and equipment used on maintenance and repairs of roads and bridges.

Knowledge of work hazards, safety practices and traffic laws relating to equipment operation.

Ability to evaluate road maintenance needs and assign personnel and equipment to perform required maintenance.

Ability to perform routine maintenance and to make minor repairs on department equipment.

Knowledge of federal, state and local regulations regarding drainage, wetlands and land development, soils and construction.

Ability to prepare a recommended operating budget for submission to the Board of Selectmen.

Ability to estimate capital expenditure needs and present the Board of Selectmen with requirements to be considered for warrant articles based on a five-year plan.

Ability to read and understand road construction plans, blueprints, surveys, maps, etc.

Ability to prepare reports and maintain accurate records.

Ability to express ideas effectively and formulate recommendations and decisions, both verbally and in writing.

Skill in management, leadership and supervision.

Ability to negotiate and resolve disputes effectively; to exercise sound and mature judgment and discretion.

Skill in planning, organizing, analyzing, decision making and problem solving.

Ability to establish and maintain effective working relationships with town officials, employees, property owners, contractors, regional, state and federal officials and the public.

Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.

PRIMARY PHYSICAL REQUIREMENTS:

Work is performed in both office and field settings. Considerable outdoor work is required in the management and supervision of highway department projects.

LICENSE/CERTIFICATION REQUIREMENTS:

Valid NH CDL with endorsements for equipment used by town.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

At least 5 years experience in road construction and maintenance work, supplemented by and including at least 2 years experience in a supervisory capacity; OR, any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

WORK ENVIRONMENT:

Work is performed in a variety of environmental conditions, including outside conditions of heat, cold, rain, snow or noise.

May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers.

May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, ticks, etc.

CONFLICT RESOLUTION

All concerns from property owners and the general public regarding roads shall be directed through the office of the Board of Selectmen. The Board of Selectmen, with input from the Road Agent as needed, will determine the appropriate corrective action and/or response.