

JOB TITLE: Assistant Road Agent

STATUS: Full Time

REPORTING RELATIONSHIP: Works under the general direction of the Town of Atkinson Road Agent

JOB SUMMARY: The Assistant Road Agent is responsible for front-line road maintenance and, as assigned by the Road Agent, work crew supervisory functions in the Highway Department.

MAJOR DUTIES:

- Performs work and limited DIRECTION of work crews as directed by Road Agent, including road, bridge, sidewalk and public area maintenance and repair. Interprets work orders, specifications or other job related instructions. Assists with care of grounds and recycling operations.
- Able to plan and organize work to be performed; schedule equipment and personnel; order materials; oversees work projects, day-to-day operations, maintenance, construction and repair work in area assigned. Reviews work of crews to ensure proper procedures are followed.
- Oversees the repair, routine maintenance, preventative maintenance and/or construction of projects as assigned. Trains crews in equipment operation. Communicates with contractors, employees, co-workers, and the general public, and may represent the Department on various construction/maintenance projects.
- Assists in establishing and maintaining various work management data; prepares activity reports; audits work activities to assure compliance with planned programs; establishes in-house training of related equipment/tools; understands and reinforces Town and highway department policies/procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Understands and can apply the use of related methods, policies, maintenance materials. Understands safety procedures, including hazard awareness and appropriate precautions. Understand and ensure proper field safety techniques
- Has the ability to perform construction and maintenance functions; take precision measurements; work from drawings and specifications; perform masonry repairs; perform culvert installation and repair; establish and maintain turf; understand and perform care of grounds; has basic carpentry skills
- Plans, organizes, directs and reviews the work of staff members to ensure conformance to standards.

- Train crews on construction tools and equipment; monitor and visually observe job performance. Prepare and present oral and written reports.
- Establish and maintain effective working relationships with co-workers, supervisors, contractors, and the general public.

EDUCATION AND EXPERIENCE:

- The Assistant Road Agent position requires a combination of training or education equivalent to four years experience in related construction and maintenance work.
- Valid New Hampshire Driver's License with no major driving citations in the last 36 months is required for all driving positions.

PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT:

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