

**JOB TITLE:** Highway Agent

**STATUS:** Fulltime– 40 Hours/Week

**REPORTING RELATIONSHIP:** Works under the general direction of Board of Selectmen through the Town Administrator

**JOB SUMMARY:** The Highway Agent is responsible for maintaining and repairing the roads, bridges, and sidewalks within the Town of Atkinson per RSA 231:62. Job responsibilities also include supervision of staff. The Highway Agent is a position now appointed by the Board of Selectmen.

**MAJOR DUTIES:**

- Exercises responsibility for all construction, maintenance and repair of roadways, bridges, sidewalks, and public areas as designated by the Town. Interprets work orders, specifications, or other job-related instructions.
- Supervises, trains, and evaluates the work of all Highway Department. Modifies methods, procedures, and priorities to meet changing conditions and determines materials and equipment needed to complete the job.
- Makes recommendations on hiring, discipline, and termination of employment. Prepares performance evaluations for his employees.
- Has responsibility for the safe, efficient, and effective operation of all equipment associated with the Highway Department.
- Recommends/prepares and monitors the budget for Highway Department operations and capital planning.
- Receives resident, employee, and contractor complaints. Determines appropriate corrective action/response and escalates to the Town Administrator as required.
- Provides information and recommends modifications in service to meet the public needs for the areas under his supervision.
- Approves driveway permit applications and investigates compliance issues relating to site plans. Reviews and comments on subdivision and site plans for the Planning Board. Checks for the conformity of developments for the Planning Board.
- Performs other related duties as assigned by the Selectmen.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of the methods, materials, tools, and equipment used on highway maintenance, including work hazards, safety practices and traffic laws relating to construction equipment operation.
- Ability to read and follow state and local laws, rules, regulations and policies and procedures. 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. Ability to understand blueprints, plans, maps, etc.
- Skill in the operation and maintenance of construction equipment, hand and power tools used for highway maintenance and construction work. Ability to make minor repairs on Highway Department equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to delegate responsibilities, assign personnel and to direct, coordinate, supervise and review the work of others.
- Ability to prepare reports and maintain records; ability to express ideas effectively, verbally and in writing.
- 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 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.

**SUGGESTED QUALIFICATIONS:**

This is an elected position, and as such, the suggested qualifications for an individual running for this position are knowledge and level of competency commonly associated the completion of a baccalaureate degree in a course of study related to the occupational field or sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had at least 10 – 12 years of experience in a supervisory position directly related to operations.