

JOB TITLE: Road Agent

STATUS: Part Time – 35 Hours/Week

REPORTING RELATIONSHIP: Works under the general direction of Board of Selectmen

JOB SUMMARY: The Road Agent is responsible for maintaining and repairing the roads, bridges, and sidewalks within the Town of Atkinson per RSA 231:62. Job responsibilities include supervision of staff, care of grounds, management of the Town's recycling center and oversight of the trash contract. Presently the Road Agent is a 2-year elected position.

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 and Transfer Station personnel. 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 and the Recycling Area.
- 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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects 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 projects. 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.