

Town of Orford

Job Description

Job Title: Road Agent

Employment Status: Full Time Appointed

Job Summary: Participates in, manages, and coordinates the daily operations of the Highway Department at the direction of the Selectboard. Administers personnel, financial, and purchasing policies of the department. Prepares the budget, records, and logs in support of requirements and expenditures with assistance of the Administrative Assistance.

Supervision Received: The Road Agent operates under the broad supervision of the Selectboard and per RSA 231:62 and RSA 231:65. The Road Agent exercises considerable independence in the performance of the duties and is evaluated through financial responsibility, project completion and achievement of assigned goals and objectives.

Supervision Exercised: Provides direct supervision of employees in the Highway Department and to Contractors working for the Town of Orford Highway Department.

Duties: (The listed examples may not include all duties of the position)

1. Performs seasonal duties: plowing, snow removal, sanding; keeping culverts clear of debris; replacing or repairing culverts; placing or repairing road signs; paving, maintaining, reconstructing roads, tree cutting and other Road Crew activities.
2. Participates in the development of the department budget and departmental special warrant articles. Functions as resource for Selectboard regarding equipment, financial planning, capital improvements, purchases, planning of both short- and long-term projects.
3. Is responsible to compile all receipts, records, logs and reports to reflect expenditures, hours and work that is taking place, equipment usage and maintenance, building maintenance, and fuel records. The town administrative assistant maybe asked to help with reports.
4. With Selectboard approval shall hire, fire, supervise and train personnel to maintain town roads, bridges, and sidewalks.
5. May attend seminars, workshops and equipment demonstrations exhibits. Use Departmental, Local, State or Federal funds to develop and implement training, and continue education to benefit the Town of Orford Highway Employees.
6. Shall plan and purchase material, equipment and necessary items needed to operate the Department. Enter into agreements with Contractors for labor and equipment as authorized by the operating budget and/or Selectboard in accordance with the purchasing policy.

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7. Reviews and approves curb cuts following Curb cut Regulation.
8. Shall make recommendation for policy development, revision, and enforcement. i.e., snow plowing, paving, curb cuts and safety.
9. Shall conduct annual performance review in accordance with Selectboard policy.
10. Reviews and evaluates all Highway Department operations to improve effectiveness and become more financially feasible.
11. In addition to regular work week shall attend Selectboard, Budget Advisory Committee and Road Committee as requested by Selectboard.
12. In the event of natural disaster, shall maintain all logs, photos, receipts, and records to assist in funding reimbursement under the requirements of FEMA.
13. Responsible for daily, weekly, and seasonal maintenance of buildings and equipment. To complete these tasks, the use of departmental personnel, contractors and repairs services may be used.
14. Works with Selectboard and Administrative Assistant to acquire needed easements, access, and permissions for use of private property.
15. Works with all Town of Orford department heads and staff, State agencies, media, private organizations, Rivendell school district, mutual aid, and the public to ensure safety and efficiency.
16. Creates a safe working environment for all employees along with safe condition of all town buildings and vehicles.
17. Completes other tasks that maybe assigned by the Selectboard.

Physical Demands: The work requires some physical exertion such as heavy lifting and carrying (up to 50 lbs.), long periods of standing; driving; 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: Work is performed in a variety of environmental conditions, including outside weather condition such as heat, cold, precipitation and noise etc. There is exposure to normal construction hazards in addition to the everyday risks or discomforts that require normal safety precautions. Personnel protective equipment maybe required such as masks, gowns, coats, steel toe boots, eye protection, gloves, and hard hat.

Work Hours: A minimum of 40 hours on a planned regular standard week but will vary depending on weather and road maintenance requirements. Emergency response may require 24/7 availability working nights and weekends.

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Minimum Qualifications:

1. Graduation from high school plus 5 years' experience in street or highway construction and maintenance work. Three years' experience in a supervisory capacity including interacting with the public in a professional manner in person, on the phone or via electronic communication OR any equivalent combination of education and experience.
2. Clean driving record and possess a commercial drivers' license (CDL) with class B rating.
3. Valid medical card
4. Must be able to safely use all departmental hand and power tools, and light and heavy equipment.
5. **Ability to exercise sound and mature judgment and discretion.**
6. **Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills, and attitude.**
7. **Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state, and federal officials.**
8. **Ability to formulate recommendations and decisions.**
9. Use of basic office equipment.

Qualifications to be achieved within 1 year of hiring:

1. **Successful completion of New Hampshire Certified Culvert Maintainer course**
2. **Become knowledgeable of NH Wetlands Rules & Regulations and Emergency Authorization procedures**
3. **Demonstrated Knowledge of State and OSHA work zone safety and personnel protective equipment requirements**
4. **Knowledge of town policies and procedures, ordinances and state and federal statutes.**
5. **Knowledge of town geography, streets, and zoned areas.**

Other Qualifications considered a plus:

1. **Ability to read engineering plans and specification, and estimates.**
2. **Knowledge of highway construction, materials, and equipment.**
3. **Knowledge of light and heavy equipment application and operation, building and grounds maintenance and repair procedures.**
4. **Skill in managing multiple and concurrent projects.**
5. **Skill in planning, organizing, analyzing, decision making and problem solving.**
6. **Skill in personnel management, including team building, consensus building, delegation, communication, and problem solving.**

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Physical Exertion/Environmental Condition: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Work conditions include working outdoors in inclement weather. Work schedule is flexible and may be dependent on emergency situations. For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, dexterity to handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 50 pounds or less. Ability to recognize odors by use of smell.

Approved: 06/21/2023