

# **Town of Troy Road Commissioner Job Description**

## **Job Summary:**

This position is to serve as the working supervisor of the Town of Troy Highway Crew, carrying out a variety of highway and town maintenance related tasks. This person is responsible for the day-to-day operations of the Highway Department. This position requires experience with personnel management, all aspects of highway and bridge construction and maintenance, employee and contractor oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping and communicative skills, assistance with budget development, grant writing and documentation, any other tasks assigned by the Selectboard. The position is full-time, requiring a flexible schedule which may include nights, weekends, and holidays.

## **Level of Responsibility:**

The Road Commissioner works under the supervision of the Selectboard. The Road Commissioner will report directly to the Selectboard and shall be required to attend all Selectboard meetings and present a written report.

## **Major Duties:**

The Road Commissioner's duties shall include, but not be limited to, the following:

- Plan, supervise and coordinate daily highway department operations and project. This is a "working foreman" position and requires ability to operate all town equipment and perform the same jobs as other department employees when necessary.
- Monitor department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous, and respectful manner, appropriately responding to their complains. Where unsure how to handle a complaint, communicate with the Selectboard.
- Reviews and approves administrative requirements of employees, including daily timesheets, daily work logs, vehicle logs, etc.
- Supervise employees to obtain top quality workmanship, efficiency, employee satisfaction and morale. Ensure proper safety procedures are followed and oversee employee training requirements. Bring personnel issues to the attention of the Selectboard as necessary.
- Maintain accurate records of all purchases and submit invoices to the Town Clerk weekly.

- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment.
- Recognize and communicate to the Selectboard any priority projects or problems.
- Make recommendations, communicate, and cooperate with the Selectboard as appropriate in all areas, including:
  - a) Bidding for the purchase of supplies, equipment, and contracted services as per approved budgets.
  - b) Development of department budget.
  - c) Personnel management.
  - d) Develop (and modify as needed) job descriptions for Road Department employees and provide an annual written performance review of each employee based on job descriptions.
  - e) Assist with review of plans, cost estimates and specifications for highway projects.
- Follow weather conditions affecting highways and make provisions for any extra maintenance required. Ensure 24-hour coverage for emergency situations. High priority to winter maintenance: plowing, sanding, and salting operations. Requires night and weekend work.
- Maintain a working knowledge of federal, state, and local statutes and regulations affecting department operations. Ensure that all employees maintain all required licenses and certifications required to perform their jobs.
- Comply with crew drug testing requirements.
- Maintain roads to Vermont Agency of Transportation Standards.
- Perform any other work as deemed necessary by the Selectboard.

### **Qualifications**

The Road Commissioner will have the following qualifications:

- Possess at least a high school diploma or GED.
- Commercial Driver's License, with proper endorsements and medical card.
- Considerable knowledge of road construction and maintenance, culvert installations, etc.
- Experience driving trucks, plowing snow, and operating heavy equipment.
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions.

- Experience or working knowledge of paving and paving materials and practices, drainage, and culvert construction.
- Knowledge of safe gravel pit practices.
- Ability to perform routine service and maintenance of Town Highway Department equipment.
- Ability to communicate well, and guide and direct others.
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.

### **Term of Employment**

The Road Commissioner will be hired by the Selectboard after interviews and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. Six months probationary period will be a condition of employment. The Road Commissioner will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont Leagues of Cities and Towns and will be subject to random drug testing during his/her employment.

### **Evaluations**

Annual evaluations detailing the performance of the Road Commissioner will be performed, during which the Road Commissioner will be afforded an opportunity to respond to the evaluation.

### **Compensation and benefits**

Salary and benefit package will be negotiated with the Selectboard annually and will be based on job performance.

Signed:

Robert Langlands, Chair

Gary Taylor

Gaston Bathalon

Selectboard Members