

TOWN OF WHITEFIELD



ROAD COMMISSIONER

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JOB DESCRIPTION

General

The Road Commissioner (RC) for the Town of Whitefield is an appointed part time position. The RC works in conjunction with the Select Board (SB or Board) and the Roads Committee (Roads) to maintain and improve Town roads for safety and durability in a cost-efficient manner. General responsibilities include planning, routine maintenance, record keeping, proposed budgets, supervision of work and inspection. Additionally, the RC may conduct work for which he/she is properly equipped and skilled to complete in a safe, cost effective and professional manner.

Specific decisions involving duties and responsibilities of the RC shall be made by a majority of the Select Board. Additionally, the RC will work with the Roads Committee to advise the Select Board on the current condition of roads, general needs, long term plans and possible methods for maintenance and improvements.

The Roads Committee has generated a 10-year plan that details when specific roads are scheduled for ditching, brush cutting, paving, resurfacing, etc. The RC works with the Roads Committee to update these plans as necessary when conditions change. This committee, as well as the RC, use this plan to develop the Roads budget each year that will be presented to the Select Board.

The RC will typically interface with the Town's Admin Assistant (ADM), one designated Board member, and potentially the Roads Chair. The RC will generally receive direction to proceed with a project through the designated Board member.

Essential duties and responsibilities include but are not limited to

- Coordinate with the Board and Roads to identify, prioritize and budget for needed road maintenance and improvements
- Aids in the preparation of specifications for projects requiring bids and, after approval by the Board, coordinates purchasing with the Town's Admin Assistant for sourcing and ordering materials and supplies
- Attends meetings, discussions and planning sessions as appropriate
- Coordinates with fire and rescue personnel and the plowing contractor to ensure public safety
- Responds to emergency situations and unplanned needs in a timely manner

- Periodically inspects town roads to identify safety issues, problems or needs
- Ensures compliance with Federal and State regulations relative to road construction and maintenance such as Occupational Safety and Health Act (OSHA) and Department of Environmental Protection (DEP) regulations and requirements
- Receives requests from individuals and the Planning Board for private driveway connection to a town road. The first driveway culvert installation is the responsibility of the resident and the RC will ensure installation of this culvert meets local/state requirements. If a driveway culvert deteriorates to the point of needing to be replaced, the replacement work will be accomplished by the RC and cost will be carried by the Town.
- Conducts or directs and supervises the repair and reconditioning of various pieces of town road equipment
- Conducts or oversees maintenance, repair and improvement projects. These projects include replacing culverts, ditching, gravel road maintenance and resurfacing, beaver control, place and maintain signs, gravel road reconstruction, shoulder maintenance, etc. (Members of the Roads Committee may assist in assessing & documenting the need for signs, and potentially help with these sign installations)
- The RC is responsible for ensuring the sand is filled in the sand/salt shed each year in early October. The RC coordinates delivery of the salt with the Town's ADM.
- Monitors contracted work to insure it is done properly and to the Town's best advantage
- Responds to citizen inquiries and concerns in a timely and professional manner
- Maintains records of work done and costs, coordinates with the Administrative Assistant for safekeeping of records, legal documents, plans, records of road surveys and other documents relating to engineering work
- Attends training sessions, workshops, and meetings as appropriate for municipal Road Commissioners to become acquainted with any new products, new techniques, and new standards and to update knowledge in general for constructing, repairing, and maintaining roads
- The RC shall conduct yearly inspections of the snow plowing contractor's equipment to ensure they are registered and inspected and the number of vehicles to be used in our town meets contractual requirements.
- The RC should coordinate for a capable replacement when taking a vacation or temporary leave of absence to cover any issues that may come up during their absence.
- Other related duties as required to maintain roads in safe and durable condition

Qualifications: Desirable skills and abilities for the RC include

- Experience operating and maintaining construction equipment such as graders, excavators, dump trucks, back hoes, bulldozers, etc. is desired but not required.
- Experience in road maintenance and improvement or in related construction jobs is desired but not required
- Certification in erosion control practices
- Training in road construction and maintenance methods and practices
- Good interpersonal and communication skills
- Ability to estimate costs and prepare budgets
- Experience in construction planning and management
- Ability to develop and follow work plans and schedules
- Ability to maintain clear and accurate records
- Training in safety requirements and practices

Necessary Special Requirements

- Must be a citizen of the United States or legally employable
- Must possess a valid commercial driver's license (CDL) if the RC plans to operate equipment requiring it
- Must be proficient in the operation of any heavy equipment he/she plans to operate
- Must have appropriate training for any specialized equipment used