

**Town of Underhill  
Job Description  
Road Commissioner**

**Job Summary**

The Town of Underhill Road Commissioner is responsible for supervising and assisting the road crew which includes truck driver/laborers and equipment operators. This position is also responsible for road construction and maintenance, scheduling, coordinating and supervision of the work performed on the Town of Underhill roads. The Road Commissioner also is responsible for various administrative duties as required to oversee the work of the department including payroll records and budget oversight. Work is performed under the general guidance of the Board of Selectmen, but requires the ability to work independently following established procedures and routines. This position entails extensive public contact.

**Essential Job Functions**

1. Supervises and assists a crew of laborers in the construction and maintenance of municipal roads and drainage systems.
2. Inspects work to ensure conformance with specifications and standards as specified in state statutes, local ordinances, and applicable operating procedures and given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
3. Supervises and assists in repairing streets and drainage systems; compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
4. Will plan ahead and discuss all roadwork, repair, maintenance and other projects with the Selectboard. He/she must develop a work schedule detailing the work to be done, a cost estimate for the work, and the location of the work projects. This schedule will be adhered to except in emergency situations such as snow storms or other unpredictable occurrences. The Road Commissioner will keep a log detailing the work done, material costs, and the time spent on each of the roads in the Town.
5. Will meet on a regular basis with the road crew to discuss work schedule.
6. Oversees the maintenance of all department equipment and vehicles. The Road Commissioner will keep a complete and detailed maintenance log on all Town vehicles and road equipment. These logs will be submitted to the Selectboard for semi-annual review.
7. Will, without delay, repair sudden injury to roads and bridges. In these emergency cases prior approval from the Selectboard is not required; however, the Road Commissioner must file a detailed report after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property.
8. Supervises and assists in the placement and removal of street signs and decorations as required.

9. Shall keep an accurate inventory on the condition of Town roads and ways. The Road Commissioner will inspect the Town ways in October of each year and report to the Selectboard the status of the Town ways and needed repairs.
10. Assists in the Highway Budget and oversees the budget after adoption. The Road Commissioner will approve all bills and code to the appropriate budget line.
11. Is responsible for the clearing of brush, loose obstructions and road debris.
12. Shall work only those hours necessary to maintain Town ways and equipment as required by budget guidelines. The Road Commissioner and all employees of the highway department, both full and part time, will maintain and sign weekly time sheets for all hours worked for the Town.
13. Participates in required training and certification courses related to job duties and responsibilities.
14. Maintains and safely keeps records, instruments, plans, profiles, records of surveys and all other property and papers related to engineering work of every description belonging to the Town.
15. Works closely with the Town Administrator and Town Finance Officer regarding financial requirements and grants.
16. Receives citizen inquiries or complaints and attempts to resolve the issues.
17. Coordinates and reviews plans and specifications prepared by consultant firms for Town projects.
18. Keep road communication two-way radios in working order and be able to operate appropriately.
19. Possess a valid Class A CDL, with a clean and safe driving record.

### **Critical Skills/Expertise**

1. Working knowledge of materials, methods and techniques commonly used in street, landscaping and drainage system construction and maintenance.
2. Working knowledge of the hazards and applicable safety precautions of various work conditions.
3. Working knowledge of the operation of construction equipment such as trucks, grader, loaders, compactors, excavators, and bulldozers and the ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.
4. Ability to lay out, direct and supervise the work of a crew performing road and road drainage construction and maintenance activities to obtain efficiency results.
5. Ability to read engineering plans for road and road drainage construction and to follow prescribed lines and grades.
6. Ability to understand and follow complex written instructions, policies and procedures pertaining to assigned duties.
7. Ability to establish and maintain harmonious relationships with employees and the public using tact and resourcefulness in meeting new problems.
8. Must pass pre-employment medical exam and random drug and alcohol testing.

### **Work Environment**

Requires working in outside and inside environments with noise and all temperatures and climatic conditions, and must be able to work under adverse weather conditions for extended periods of time. Requires using chemicals and cleaning solvents to maintain and repair equipment.

### **Education and Training**

High school education or equivalent, supplemented by technical training and experience as a foreman or commissioner on road and road drainage construction projects, snow plowing and sanding operations, or any equivalent combination of experience and training related to the job duties and responsibilities.