

**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 managing road construction and maintenance, scheduling, coordinating supervision of the work performed on the Town of Underhill roads and maintaining clear and safe roadways free of dangerous hazards, ice and snow during the winter. The Road Commissioner also is responsible for various administrative duties as required to oversee the work of the department including payroll records, budget oversight and purchasing for highway expenditures. Work is performed under the general guidance of the Selectboard, but requires the ability to work independently following established policies, 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. Supervises and assists in winter road care and maintenance to ensure roads are plowed and sanded as required and on a timeline that best insures safe roads and sidewalks.
5. 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.
6. Will meet on a regular basis with the road crew to discuss work schedule and expectations.
7. 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.
8. Immediately addresses any emergency situations on town roads and bridges that create a safety issue. 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.
9. Shall keep an accurate inventory on the condition of Town roads, bridges and culverts. The Road Commissioner will inspect them in October of each year and report back to the Selectboard prior to next year's budget.
 10. Assists in the Highway Budget and manages the expenses to meet adopted budget.
 11. The Road Commissioner will approve all bills and code them to the appropriate budget line on a timely basis.
 12. Is responsible for the clearing of brush, loose obstructions and road debris when notified or observed.
 13. Shall work only those hours necessary to maintain Town infrastructure 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.
 14. Participates in required training and certification courses related to job duties and responsibilities.
 15. 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.
 16. Works closely with the Town Administrator and Town Finance Officer regarding financial requirements and grants by providing timely and detailed reports and information as requested.
 17. Receives citizen inquiries or complaints and attempts to resolve the issues promptly.
 18. Coordinates and reviews plans and specifications prepared by consultant firms for Town highway repair, maintenance and infrastructure projects.
 19. Ensure communication between with and between crew members and Town office staff. Keep road communication two-way radios in working order and be able to operate appropriately.
 20. Possess a valid Class A CDL, with a clean and safe driving record.
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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 efficient 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 professional working relationships with employees and the public using tact and resourcefulness in meeting new problems to resolve potential conflicts and provide useful details and explanation.
8. Must pass pre-employment drug and alcohol testing. Subject to random drug and alcohol testing as required by federal law.

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. Lifting, mobility, long shifts, irregular hours, evening meetings are also required.

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.