

# **TOWN OF LOWELL, VERMONT**

## **JOB DESCRIPTION**

**JOB TITLE:** Town Road Commissioner  
**SUPERVISOR:** Town Select Board

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### **PURPOSE OF JOB:**

The road commissioner plays an important but limited role in many Vermont towns as the individual charged to maintain the town's highways. The road commissioner has no independent authority to act and can only carry out the orders of the Selectboard, unless specifically authorized by the Selectboard. The purpose of this job is to operate heavy equipment in the highway maintenance, repair and construction activities of the Town. Work includes the use of a variety of pieces of heavy equipment, truck driving, and some physical labor, as needed.

The Lowell Road Commissioner is responsible for the day-to-day operations of the maintenance of Lowell roads. This position requires experience with contractor management, familiarity with road construction and maintenance, job safety, record keeping and communication skills, assistance with budget development, and any other tasks assigned by the Selectboard. The Road Commissioner works under the broad supervision of, and reports directly to, the Selectboard.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

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

- Grades road for summer maintenance
- Uses grader, bucket loader and other equipment for winter storms and maintenance.
- Uses wing truck to plow snow
- Spreads gravel and conducts hauling operations
- Maintains, inspects and repairs Town equipment
- Provides traffic control as directed
- Uses motorized and non-motorized hand tools
- Uses equipment for highway and bridge construction and storm drain maintenance
- Provides miscellaneous physical labor and truck driving
- Always on call to respond to emergencies
- Performs other related duties as required
- Maintains all Town Road signs, including replacement, clearing and brush removal for sight distance
- Maintains and repairs all town culverts and small bridges
- Maintains and cleans all Town property including equipment and Garage
- Maintain roads and develop projects using Vermont Agency of Transportation (VTrans) Standards

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- Ensure compliance with all road safety regulations, including safe and efficient movement of emergency vehicles
  - Support the Selectboard with roadway grants, including prioritizing grants, writing grants, developing the scope of work, assisting with grant reporting for grants received.
  - Monitor road maintenance projects and respond to problems, including complaints by the public. Communicate with Town citizens in a professional, courteous, and respectful manner, appropriately responding to their complaints. When unsure how to handle a complaint, communicate with the Selectboard.
  - Review contractor invoices for accuracy and completeness
  - Supervise contractors to obtain top quality workmanship, efficiency and compliance with engineering specs for each project
  - Maintain accurate records of all purchases and provide information about the invoices for the Town Treasurer
  - Recognize and communicate to the Selectboard any priority projects or problems
  - Recommend, communicate, and cooperate with Selectboard as appropriate in all areas, but particularly:
    1. Bidding for purchase of supplies, equipment, and contracted services as per approved budgets
    2. Development of the highway budget and ensuring that spending remains within the budget throughout the year
    3. Provide assistance with reviewing highway projects, plans, specifications and cost estimates.
    4. Track weather conditions that might affect Lowell roadways and prepare to deploy any extra maintenance that might be required. Ensure 24-hour coverage for emergency situations. Winter maintenance is a particularly high priority, which includes plowing, sanding, ensure that the town has enough materials to provide a safe, traversable road surface
    5. Develop partnerships with organizations that can support roadwork, such as the Regional Planning Commission and VTrans
    6. Work with the Selectboard and other partners to develop a long-term plan for roadway repair and maintenance
  - Maintain a working knowledge of federal, state, and local statutes and regulations affecting roadways
  - Perform any such other work as deemed necessary by the Selectboard

#### **DESIRED QUALIFICATIONS, ABILITIES AND SKILLS:**

- Significant knowledge of road construction and maintenance, culvert installation, etc.
- Knowledge of highway maintenance practice
- Experience or working knowledge of paving and paving materials and practices, drainage, and culvert construction
- Ability to communicate well

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- Detail oriented
  - Excellent at budgeting and staying within costs
  - Ability to inspect town roads on a timely basis during winter snow events
  - Experience writing and reporting on federal and state grant
  - Commitment to creating safe, functional roadways

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent and three years' experience with heavy equipment operation in a setting similar to the work performed in the highway department.

Experience can be substituted for educational requirement. Must possess a valid Vermont driver's license and a commercial driver's license (CDL) with a grade A and part B classification.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling and crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-75 pounds).

Tasks may involve extended periods of time in a vehicle or working with vibrating equipment.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes, noise or traffic hazards. Most work is performed in the field out of doors, at times during inclement weather and over rough and varied terrain. Some work must be performed at night or during early morning hours.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have received a copy of this job description and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee signature

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Date