Town of Guildhall

Job Description

Road Commissioner

Job Summary

The Town of Guildhall Road Commissioner is responsible for supervision 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 Guildhall roads. 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. The Selectboard will review job description yearly.

Essential Job Functions

1. *Serve a liaison to State Agency of Transportation*
2. Shall inspect the roads throughout the year.
3. Inspect 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.
4. Supervise contracted road personnel in the construction and maintenance of municipal roads and drainage systems.
5. Supervise repairing roads and drainage systems; compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
6. 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 report on work completed and material costs.
7. Will meet with contracted road personnel to discuss work schedule.
8. Will repair sudden injury to roads and bridges. In these emergency cases prior approval from the Selectboard is not required; however, the Road Commissioner must report after the emergency repair is completed.
9. Assist Selectboard in development of the Road budget and oversees budget after town approval.
10. Responsible for the clearing of brush, loose obstructions and road debris. This may be completed by Road Commissioner or through contracted personnel.
11. Will be responsible for any tools and equipment purchased by the Town for road maintenance.
12. Work with the Town Administrator and Town Finance Officer regarding financial requirements and grants.
13. Receive citizen inquiries or complaints and attempts to resolve the issue.

*Compensation*

1. *Receives an annual salary, as set by the Town budget.*
2. *Receives mileage reimbursement for road inspection duties*
3. *Receives an hourly stipend for road maintenance work, at a rate set by the Selectboard*