

**TOWN OF HUDSON  
HIGHWAY DEPARTMENT**

**ROAD AGENT**

**JOB SUMMARY**

Responsible for planning, directing, conducting and administering all functions of the Highway Division, Drain/Sewer Division, the Equipment Maintenance Division, Parks Division and the general activities of building, grounds, cemetery and Solid Waste Disposal.

**SUPERVISION RECEIVED**

Works under the general supervision of the Board of Selectmen and/or Town Administrator. Assigns areas of responsibility and evaluates performance in terms of effectiveness of services provided by the department. Performs duties independently, using own judgment as to organization of department, project priorities and use of manpower. Consults with Board of Selectmen and/or Town Administrator on broad policy matters, highly problematic situations, planning of major projects or issues concerning other departments.

**SUPERVISION EXERCISED**

Supervises a Highway Department Supervisor, a Street Foreman, a Chief Mechanic, a Parks Foreman and a moderately large workforce of personnel, performing skilled and unskilled labor and equipment operation. Provides policy guidance and general direction to subordinates and oversees completion of projects.

**EXAMPLES OF DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Is responsible for planning, directing, organizing and supervising all activities and functions of the Divisions. Meets with and plans major projects with Town Administrator and/or Board of Selectmen, as appropriate. Plans work priorities and technical aspects of carrying out major work projects with the foremen. Assigns and directs equipment and personnel for snow removal, maintenance, construction, and repair projects through the foremen.
2. Evaluates performance of subordinates; resolves problems of discipline; establishes policy and procedure guidelines for the department; conducts and monitors safety program.

3. Prepares the annual budget for the divisions, analyzing costs of previous year and anticipating future manpower and equipment costs for submission to the Board of Selectmen, Town Administrator and Budget Committee.
4. Oversees technical aspects of work projects and inspects work on-site. Responds to complaints and emergencies from the general public and determines best methods of correction.
5. Monitors work performed by outside contractors for conformance with specifications.
6. Performs a variety of administrative duties pertinent to division operations, such as overseeing recordkeeping and billing functions; writing reports; answering correspondence; determining equipment and supply needs and purchasing same.

Performs all other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Thorough knowledge of the methods, tools, equipment, and materials used in construction, maintenance and repair of streets, sidewalks, curbs, drains and related structures; thorough knowledge of paving and drainage materials and techniques; basic knowledge of engineering principles as related to street and highway construction; good knowledge of highway construction and maintenance equipment; ability to plan, schedule and coordinate large scale work programs; ability to read and interpret engineering plans and specifications; estimate and plan jobs, and prepare reports, maintain records; good knowledge of Town, State and Federal street construction requirements; ability to plan, coordinate and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, the public and other departments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Graduation from college or university with major study in Civil Engineering plus at least five year's experience in street or highway construction and maintenance work, supplemented by some technical training in an apprenticeship program, engineering, management or related fields, and including at least two years experience in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Possession of a valid New Hampshire driver's license required. Possession of a New Hampshire Commercial Drivers License (CDL) preferred but not required.