

**Madbury, New Hampshire**  
**Road Agent Job Announcement**

01/23/2024

The Town of Madbury seeks a Road Agent to oversee all aspects of the maintenance and physical safety of the Town's roads. This is a senior position requiring management and hands on skills and knowledge. The position has the potential for professional growth as additional public works responsibilities may be added.

Interested candidates should submit a cover letter and resume to:

Town Administrator, 13 Town Hall Rd, Madbury, NH 03823 or via email to [adminmadbury@comcast.net](mailto:adminmadbury@comcast.net)

Questions? 603 742-5131

**JOB TITLE:** Road Agent

**EMPLOYMENT STATUS:** Part-Time Appointed

**SALARY:** Dependent on Qualifications and Experience

**JOB SUMMARY:** (Duties below are core to the position but do not constitute an exhaustive list of all responsibilities)

- Plan, supervise, and coordinate the construction, reconstruction, and maintenance of Town roads, streets, highways, bridges, and drainage systems.
- Oversee Town's snow and ice removal operations.
- Coordinate contractor selection process for the above tasks.
- Develop, recommend, and execute budget for the above tasks.
- Maintain technical / practical knowledge relative to the above tasks.
- Maintain good working relationships with residents, contractors, and Town officials.
- Respond to after-hours and emergency issues as needed.
- Accomplish additional duties as required.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision and policy direction of the Board of Selectmen and in coordination with the Town Administrator. Position exercises a considerable degree of independent judgement and is evaluated based on the achievement of assigned goals and objectives and fiscal responsibility.

**SUPERVISION EXERCISED:**

Position is non-supervisory. However, assigned additional duties may require supervision of Town employees.

**QUALIFICATIONS:**

- Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to accomplish Road Agent duties.
- Progressively more responsible experience in (1) road and bridge maintenance / construction, (2) snow removal operations, and (3) budgeting and capital improvement planning.
- Management experience including the planning, organizing, and coordinating the work of others including private contractors.
- Technical / practical knowledge of materials, methods, and techniques relative to highway projects and snow and ice removal.
- Demonstrated administrative ability including financial reporting and contract reviews.
- Ability to read and follow state and local laws, rules, regulations, and policies.
- Ability to work in both office and field settings and under adverse weather conditions.

Valid Driver's License with clean driving record.

Madbury is an Equal Opportunity employer.