



Town of Troy

16 Central Square - PO Box 249 - Troy, New Hampshire 03465

EMPLOYMENT OPPORTUNITY:

ROAD AGENT

The Town of Troy, NH is seeking to fill a full-time Road Agent position. The Road Agent is a management position and reports to the Town Administrator and the Board of Selectmen.

Duties may include, but are not limited to:

Examples of Essential Duties:

- Exercises responsibility for all construction, maintenance and repair of roadways, bridges, sidewalks, and public areas as designated by the Town. Interpret work orders, specifications, or other job-related instructions.
- Supervises, trains, and evaluates the work of all Highway Department and Transfer Station personnel. Modifies methods, procedures, and priorities to meet changing conditions and determines materials and equipment needed to complete the job.
- Makes recommendations on hiring, discipline, and termination of employment, within departments under position's supervision. Prepares performance evaluations of employees of same.
- Has responsibility for the safe, efficient, and effective operation of all equipment associated with the Highway Department and the Recycling area.
- Administrative duties are required.
- Recommends/prepares and monitors the budget for Highway Department operations and capital planning.
- Receives resident, employee, and contractor complaints. Determines appropriate corrective action/response and escalates to the Town Administrator, as required.
- Provides information and recommends modifications in service to meet the public needs for the areas under the position's supervision.
- Approves Driveway Permit Applications.
- Performs other related duties as assigned.
- Ensures proper maintenance and care of all department equipment.
- Facilitates facility maintenance for all town buildings.

The successful candidate will be expected to be an active participant in all highway and transfer station activities; willing to step into an active role in any task necessary for the completion of a project or activity. The Road Agent is responsible for Town road maintenance, creating an annual road maintenance plan, as well as the annual departments' budgets.

It is the Road Agent's responsibility to oversee all operating that pertain to the roads within the Town of Troy all year long. The successful candidate will have the ability to become diversified and adapt scheduling changes to accommodate adverse weather conditions.

Educational and experience requirements may include but are not limited to:

- Knowledge of the methods, materials, tools, and equipment used on highway maintenance and public works projects including work hazards, safety practices and traffic laws relating to construction equipment operation.
- Ability to read and follow state and local laws, rules, regulations, policies, and procedures. Knowledge of federal, state, and local regulations regarding drainage, wetlands and land development, soils, and construction.
- Knowledge of the principles and practices of civil engineering as applied to municipal public works construction projects. Ability to understand blueprints, plans, maps, et.
- Skill in the operation and maintenance of construction equipment, hand and power tools used for highway maintenance and construction work. Ability to make minor repairs on Highway Department equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to delegate responsibilities, assign personnel and to direct, coordinate, supervise and review the work of others.
- Ability to prepare reports and maintain records; ability to express ideas effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors, and the public
- Possession of a valid CDL-B license.
- Possession of, or ability to acquire within 90 days of hire, Solid Waste Principal Operator Certification, Step 2.

The Town of Troy offers a generous benefit package and is a member of the NH Retirement System. Compensation is dependent upon experience and abilities.

Please submit a cover letter and resume to selectmen@troy-nh.us or mail to Selectmen's Office Town of Troy, P.O. Box 249, Troy, NH 03465.

Position is open until filled.