

TOWN OF GOSHEN

JOB TITLE: Assistant Road Agent

DEPARTMENT: Public Works

STATUS: Full-time, 40 hours, Non-exempt

REPORTS TO: Road Agent

JOB SUMMARY: Responsible for assisting the Road Agent in the maintenance and upkeep of all Town roads, bridges, equipment and buildings.

MAJOR DUTIES:

- Responds to emergency situations as they arise, such as plowing and clearing roads
- Construct new roads
- Grades, repairs and rebuild roads
- Mows and rakes lawns
- Maintains buildings and grounds
- Plows snow and salts and sands roads
- Maintains culverts and bridges
- Performs preventative maintenance and minor repairs on Public Works equipment and vehicles in the most effective manner
- Operates light and heavy construction equipment and machinery
- Operates manual and small power tools in the performance of duties
- Works harmoniously with public and local officials
- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the methods, materials, tools equipment used on highway maintenance and public works projects
- Knowledge of the work hazards, safety practices and traffic laws relating to construction equipment operation
- Knowledge of State laws and regulations pertaining to motor vehicle operations
- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work
- Ability to use hand and power tools
- Ability to perform manual labor and make minor repairs on equipment
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to detect errors in equipment operations and maintenance
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching, crawling in restricted areas, or working in inclement weather.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts, or machines; or irritant chemicals; etc.). Employees may be required to use protective clothing or gear.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

REQUIRED QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Possession of, or ability to readily obtain, a valid NH CDL with endorsements for equipment used by the Town. – CDL A licensing will be provided for qualified employees but requires a three-year employment commitment and will be discussed during hiring process.
- Clean driving record for past three years.
- Employment is subject to background check, successful completion of DOT physical and drug testing.

PREFERRED QUALIFICATIONS:

- 2 years of experience in related construction activities.
- NH CDL A License

Applications will be reviewed as soon as received. Position open until filled.

Pay \$18-\$20/hourly, depends on experience.