

## ROAD AGENT VACANCY

The Board of Selectmen is seeking applicants for a one-year term as Road Agent for the Town; see the job description below. Interested candidates should download and complete the application and return to the Town Administrator's Office in the Town Hall or email to: [mscruton@greenland-nh.com](mailto:mscruton@greenland-nh.com). This position will remain open until filled by the Board of Selectmen.

### Job Description – Town of Greenland Road Agent

The Road Agent will, under NH RSA 231:62-65 (2013) as authorized by the Board of Selectmen, Town of Greenland, maintain, construct, and supervise projects and winter maintenance related to all roadways, highways and sidewalks within the Town.

- Maintenance shall include but is not limited to:
  - Public Works Building and Garage
  - Town-owned equipment
  - Roads
- Construction shall include but is not limited to:
  - Paving, patching, shim, grading
  - Drainage
  - Debris removal
  - Signage
  - Tree removal (encroachment)
- Overseeing work by contractors (subs) shall include but is not limited to:
  - Snowplowing, salting
  - Roadside mowing
  - Street sweeping
  - Catch basin cleanouts
  - Drainage swales
  - Striping
- Other responsibilities shall include but are not limited to:
  - Arrange bids, get quotes, draft Requests for Proposal (RFP) for review by the Town Administrator as needed;
  - Respond to concerns and inquiries of the public;
  - Review driveway permits or roadway construction plans with the Building Inspector/Code Enforcement Officer and/or Town Engineer as needed;
  - Advise the Board of Selectmen, provide regular project updates and assist in planning and budgeting;
  - Any other duties as assigned.

The position will receive a fixed annual stipend of \$3,000 per year and hourly rate of \$16 per hour, not to exceed a maximum of **520** hours per year. Benefits are not included. Position is non-supervisory. Appointment is for one year from date of hiring. Position reports directly to the Town Administrator.