

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. 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.