

## Town of Woodbury, VT Hiring Road Commissioner

The town of Woodbury, VT is seeking a highly skilled and experienced Road Commissioner to manage the daily operations of our highway dept and to assist in the daily tasks that the road crew is responsible for.

Duties will include: daily work scheduling, purchasing of equipment and supplies, project planning, administration of grants, general road work, plowing and sanding, equipment operation and equipment maintenance. Other duties include communicating with the Select Board, the public and with State agencies.

Necessary skills and qualifications include: a Class A CDL, substantial knowledge of road construction and maintenance, the ability to manage highway department staff, mechanical knowledge, the ability to operate heavy equipment and knowledge of state environmental rules as well as best practices.

This is a full time 40 hour week position with overtime required as needed to keep roads passable. The expected pay range is \$30-\$40 per hour with benefits. Pay will be determined based upon experience and qualifications. Applications and a job description can be found on the town website at [woodburyvt.org](http://woodburyvt.org) or by calling the town office at 802-456-7051.

Job Description and Application on the next pages.

## Town of Woodbury Road Commissioner Job Description

### Job Summary:

The Road Commissioner is responsible for the supervision and management of all aspects of the Town's highway department and its employees. The Commissioner is responsible for scheduling and managing the construction, repair and maintenance of Woodbury's roads and also for maintaining clear and safe roadways. The Road Commissioner is responsible for various administrative duties including payroll recording, budget oversight and purchasing for the highway department. Work is performed under the general guidance of the Select Board but the Commissioner must have the ability to work independently following established policies, procedures and routines. This position requires extensive public contact.

### Essential Job Functions:

The duties of the Road Commissioner shall include but are not limited to the following:

Supervise and assist in repairing roads and drainage systems, grading and compacting gravel roads, repairing and maintaining ditches, tree/brush cutting and removal, culvert repair and replacement.

Supervise and assist in winter road maintenance to ensure that roads are plowed, sanded and/or salted as required and on a timeline that meets the school bus schedule and the granite quarry traffic.

Oversee the maintenance of all department equipment and vehicles. The Road Commissioner will keep a complete and detailed maintenance log on all Town vehicles and road equipment.

Assess and prioritize road, vehicle, equipment, building and personnel needs. Plan and schedule projects accordingly.

Monitor road maintenance projects and respond to problems including citizen inquiries and complaints. Communicate with citizens in a professional, courteous and respectful manner.

Oversee contract work and review contract invoices for accuracy and completeness.

Maintain accurate records of all purchases and provide information about invoices to the Treasurer.

Supervise and evaluate the performance of the members of the road crew. Consult with the Select Board regarding issues of performance deficiencies or misconduct.

Immediately address any emergency situations on town roads and bridges.

Track weather conditions that might affect Town roads and prepare to deploy any extra maintenance as necessary. Inspect Town roads on a timely basis during winter snow events.

Maintain working knowledge of Federal, State and local statutes and regulations affecting roadways.

Assist in developing the highway budget and manage highway expenses accordingly.

Work with the Select Board to develop a long-term plan for roadway repair and maintenance. Provide assistance with reviewing highway projects, plans, specifications and cost estimates.

Work with other Town officials regarding financial requirements for grants by providing timely and detailed information as requested.

### Work Environment

This position requires physical work under various adverse weather conditions for extended periods of time. Long shifts, irregular hours and evening meetings are to be expected

### Critical Skills, Qualifications and Abilities

Working knowledge of the operation of construction equipment such as trucks, grader, loader, excavators and the ability to supervise and direct the activities of employees engaged in the operation of such equipment.

Experience or working knowledge of all aspects of road construction and maintenance.

Strong budgeting skills.

Experience with Microsoft Office including Excell and Word.

Working knowledge of hazards and applicable safety precautions of various work conditions.

Project management experience.

Excellent oral and written communication skills.

### Education and Training

High school education or equivalent plus technical training and experience. Must have experience plowing and sanding as well as building and or maintaining roads. Current valid Vermont Commercial Driver's License Class A is required. Must pass DOT physical and drug test and must have a clean driving record.

**TOWN OF WOODBURY, VT**  
**ROAD COMMISSIONER**  
**APPLICATION FOR EMPLOYMENT**

1672 VT RT 14  
PO Box 10  
Woodbury, Vermont 05681  
802-456-7051  
clerk@woodburyvt.org

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Date of Application

\_\_\_\_\_

Name Date of Birth

\_\_\_\_\_

Phone Number Cell Phone Number E-mail Address

Physical Address:

\_\_\_\_\_

Street Town/ State Zip Code

Mailing Address (if different from physical address):

\_\_\_\_\_

Street Town/ State Zip Code

Education – Level Completed \_\_\_\_\_

Commercial Driver's License No. \_\_\_\_\_

Relevant Work History

1. \_\_\_\_\_  
Company Supervisor  
\_\_\_\_\_  
Address Town State Phone Number  
\_\_\_\_\_  
Dates of Employment Hourly Wage Type of Work Done

2. \_\_\_\_\_  
Company Supervisor  
\_\_\_\_\_  
Address Town State Phone Number  
\_\_\_\_\_  
Dates of Employment Hourly Wage Type of Work Done

3. \_\_\_\_\_  
Company Supervisor  
\_\_\_\_\_  
Address Town State Phone Number  
\_\_\_\_\_  
Dates of Employment Hourly Wage Type of Work Done

Reasons for applying for employment :  
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Please describe the skills and experience that qualify you for this position:

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Additional Comments

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Please include 3 references.