

TOWN OF LYMAN

Road Commissioner Position

The Town of Lyman is seeking a qualified candidate for the position of Road Commissioner. Candidates should have experience and skills with coordinating phases of municipal public works, including street, sidewalk, culverts and ditching, road maintenance and construction, snow and ice control, automotive and equipment maintenance and public works administration. Work is performed with a high degree of independence under the general direction of the Select Board. Other duties and job description include the following.

GENERAL SUMMARY: The Road Commissioner is responsible for ensuring that municipal ways are safe and convenient for motor vehicles and pedestrians. The Road Commissioner performs a variety of maintenance and construction tasks and must also have the ability to create a one-year to five-year road budget. The Road Commissioner will also help oversee the safe operation and administrative tasks at the Lyman Transfer Station.

Job Title: Road Commissioner

Classification: Exempt

Other: Appointed

Reports To: Select Board / Tax Clerk

Position Type: Full Time

Supervisory: Yes

ESSENTIAL JOB FUNCTIONS:

- Operates the Town backhoe when needed and helps with snowplowing
- Operates a variety of trucks with snowplow
- Operate various types of light equipment, hand tools as required, chainsaws and other tools related to the maintenance of the Town's right-of-way and public facilities.
- Oversees snowplowing of town roads by subcontractors
- Performs basic maintenance on trucks and equipment
- Performs manual work such as debris and tree/limb clean up on the public roadways and other tasks as needed
- Inspects town roads and determines priorities and improvements
- Communicates short and long-term plans for the town roads to the Board of Selectmen
- Provides budgetary input to the Treasurer
- Consults with the Board of Selectmen to determine the need to subcontract major road construction projects as well as paving upgrades
- Prepares specifications for projects requiring bids, and coordinates with the Board of Selectmen
- Researches and analyzes costs, vendors, and the best value for the work and provides it to the Board of Selectmen for approval
- Initiates road maintenance and construction projects
- The Road Commissioner may perform Maintenance related work

- Ensures compliance with all safety standards and regulations
- Maintains regular attendance
- Maintains excellent communication with all departments as well as the public
- Follows all Town and Department policies
- Performs other related work

KNOWLEDGE/SKILLS

- Thorough knowledge of the functions and operational methods of public works equipment and vehicles as well as road maintenance
- Knowledge of standard practices, procedures, and related safety regulations
- Knowledge of “Dig-Safe” laws and practices
- Knowledge of drainage and erosion control practices
- Knowledge of Manual or Uniform Traffic Control Devices (MUTCD) and related traffic control standards
- Working knowledge of field safety

ABILITY TO:

- Operate and use equipment independently with or without supervision
- Understand and follow oral and written instructions
- Read, understand, and follow plans
- Interpret and set grades, perform and interpret basic construction layout as needed
- Maintain records
- Use independent judgement, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent
- Four (4) years’ experience operating equipment and trucks as well as road maintenance experience preferred.

Licenses/Certificates:

- Maintain valid Class B Maine Driver’s license
- Must have valid DEP Erosion Control Certification

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment and physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with limitations to perform the essential functions.

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a variety of vehicles and equipment including, but not limited to backhoe, small tractors, and many construction tools (compactor, pavement saw, chain saw).

Vision and hearing adequate to perform the essential function of the job are required.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, occasional lifting of moderately heavy objects up to 50 lbs. The employee must be capable of working without supervision.