



## *Town of Haverhill*

Highway Department  
2975 Dartmouth College Hwy  
North Haverhill, NH 03774  
<http://www.haverhill-nh.com>

### **Road Agent & Assistant Road Agent**

*An Equal Opportunity Employer*

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## **JOB DESCRIPTION**

**Road Agent** - Responsible for planning, directing, and administering all functions of the Town's Highway Department. Organizes, directs, and controls all resources of the department. Ensures the maintenance of all equipment, vehicles, facilities of the department. Organizes, schedules, motivates, and manages personnel consistent with the needs of the department and per the Haverhill Personnel Policies and Procedures. Has the ability to plan and organize to meet long and short-term needs of department and town, through the development and administration of a capital improvement program. Assists with the development, presentation, and administration of the department's budget. Works harmoniously with the public, public agencies, coworkers, the media, and private organizations. Possesses thorough knowledge of the means, methods, tools, equipment, and materials used in construction, maintenance, and repair of roads and related structures. Working knowledge of engineering principles as related to highway and bridge construction and maintenance. Has the ability to read and interpret engineering plans and specifications, produce engineering estimates, plan projects, prepare reports, and maintain both written and electronic records. Shall possess, attain, and maintain all necessary certifications and be open to training opportunities. Availability 24 hours per day 7 days per week to meet emergency situations. Holds a valid driver's license as well as a CDL - Class A and medical card or can attain a CDL - Class A within one year. Serves as a good role model for subordinates and as an impeccable public servant for the residents of Haverhill.

**Assistant Road Agent** - Responsible for supporting the Road Agent with executing their duties. Will serve as the Road Agent's delegate when the Road Agent is unavailable, on leave, or when assigned by the Road Agent. Must qualify as Highway Maintenance Worker III and shall be held to the same quality standards as the Road Agent, except that the Assistant Road Agent will be required to hold a valid driver's license and a CDL - Class A or B with a medical card.

### **SPECIAL REQUIREMENTS:**

- Ability to lift 50 lbs
- Must live within 30 mins (summer travel) of the Highway Garage in North Haverhill
- Availability 24 hours per day 7 days per week (Nov 15th - April 15th and for emergencies)

### **EDUCATION REQUIREMENTS:**

Minimum high school diploma, with higher education preferred.