

**TOWN OF ISLE LA MOTTE
EMPLOYMENT OPPORTUNITY: ROAD COMMISSIONER**

SUMMARY OF POSITION

As per Vermont Statute: The road commissioner plays an important but limited role in many Vermont towns as the individual charged by the selectboard to maintain the town's highways. The road commissioner has no independent authority to act, and can only carry out the orders of the Selectboard, unless specifically authorized by the Selectboard.

Isle La Motte's Road Commissioner is responsible for the day-to-day operations of the maintenance of Isle La Motte roads. This position requires experience with contractor management, familiarity with road construction and maintenance, job safety, record keeping and communication skills, assistance with budget development, and any other tasks assigned by the Selectboard.

The Road Commissioner works under the broad supervision of, and reports directly to, the Selectboard.

This is essentially a volunteer position, with a small annual stipend. This is an appointed town office and is for someone who has a strong desire to provide excellent roadways for Isle La Motte's citizens and visitors. Pursuant to the March vote, the Road Commissioner office may become an hourly paid position.

SPECIFIC DUTIES AND RESPONSIBILITIES

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

- Maintain roads and develop projects using Vermont Agency of Transportation (VTTrans) Standards.
- Ensure compliance with all road safety regulations, including safe and efficient movement of emergency vehicles.
- Support the Selectboard with roadway grants, including prioritizing grants, writing grants, developing the scope of work, assisting with grant reporting for grants received.
- Monitor road maintenance projects and respond to problems, including complaints by the public. Communicate with Town citizens in a professional, courteous, and respectful manner, appropriately responding to their complaints. When unsure how to handle a complaint, communicate with the Selectboard.
- Review contractor invoices for accuracy and completeness.
- Supervise contractors to obtain top quality workmanship, efficiency and compliance with engineering specs for each project.
- Maintain accurate records of all purchases and provide information about the invoices for the Town Treasurer.
- Recognize and communicate to the Selectboard any priority projects or problems.
- Recommend, communicate, and cooperate with Selectboard as appropriate in all areas, but particularly:
 1. Bidding for purchase of supplies, equipment, and contracted services as per approved budgets.
 2. Development of the highway budget and ensuring that spending remains within the budget throughout the year.
 3. Provide assistance with reviewing highway projects, plans, specifications and cost estimates.
 4. Track weather conditions that might affect Isle La Motte roadways and prepare to deploy any extra maintenance that might be required. Ensure 24-hour coverage for emergency situations.

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Winter maintenance is a particularly high priority, which includes plowing, sanding, and salting. Ensure that the contractor has enough materials to provide a safe, traversable road surface.

5. Develop partnerships with organizations that can support roadwork, such as Northwest Regional Planning Commission (NRPC) and VTrans.
 6. Work with the Selectboard and other partners to develop a long-term plan for roadway repair and maintenance.
- Maintain a working knowledge of federal, state, and local statutes and regulations affecting roadways.
 - Perform any such other work as deemed necessary by the Selectboard.

DESIRED QUALIFICATIONS, ABILITIES AND SKILLS

- Project management experience.
- Significant knowledge of road construction and maintenance, culvert installation, etc.
- Knowledge of highway maintenance practices.
- Experience or working knowledge of paving and paving materials and practices, drainage, and culvert construction.
- Ability to communicate well.
- Detail oriented.
- Excellent at budgeting and staying within costs.
- Ability to inspect town roads on a timely basis during winter snow events.
- Experience with Microsoft Office, including Excel and Word.
- Experience writing and reporting on federal and state grants.
- Commitment to creating safe, functional roadways.

STIPEND

- \$4,000/year, may become hourly in 2024

Letters of interest, including your qualifications and reasons for your interest in the position, can be emailed to the selectboard clerk: Andrea Carbone at ilmvtselectboardclerk@gmail.com, mailed to the Town Office at **P.O. Box 250, 42 School St. Ext, Isle La Motte, VT 05463**, or dropped off at the Town Office in person at **42 School St. Ext.**