



Town of Otisfield
409 State Route 121 Otisfield, ME 04270 - 6274
Phone: 207.539.2664 Fax: 207.539.2245

Road Commissioner

Nature of Work

The Road Commissioner is responsible for ensuring that municipal ways and bridges “will be safe and convenient for travelers with Motor Vehicles”. This is responsible, administrative, supervisory and technical work directing the operations of the Town’s Roads Department. Work involves the supervision of staff, preparation and administration of the department budget, and scheduling of departmental activities and projects. The road commissioner must act according to general practices.

The Road Commissioner supervises road activities, including construction, reconstruction, resurfacing, road maintenance, snow plowing and sanding and other related duties and is responsible for insuring the safe and efficient operation of heavy and complex earth-moving equipment. The Road Commissioner assists in hiring, and supervises and evaluates staff in accordance with existing Town policies. The Road Commissioner advises and provides recommendations to the Board of Selectmen (BOS) regarding bidding and contracting work and supplies outside of the norm.

Work is performed with independence. Final decisions concerning roads, duties and responsibilities rest with the Road Commissioner, unless voted otherwise by the Townspeople.

This position is currently elected by and responsible to the Townspeople.

Essential Duties and Responsibilities

Duties include but are not limited to:

- Inspects town roads and ways and determines priorities and improvements.
- Communicates short and long-term plans and priorities for roads to the BOS and works with the Road Study Committee as needed
- Provides budgetary input to the Finance Committee
- Consults with the BOS to determine the need to subcontract major road construction and upgrades to outside contractors
- Prepares specifications for projects requiring bids and coordinates purchasing with the Assistant to the BOS
- Researches and analyzes costs, vendors, and best value for department supplies and equipment and requests purchase from the Assistant to the BOS
- Initiates road maintenance and construction projects

- Ensures compliance with Federal and State regulations relative to road construction and maintenance.
- Ensures compliance with Occupational Safety and Health Act (OSHA) and Department of Environmental Protection (DEP) regulations and requirements
- Coordinates and reviews plans and specifications from consultants with the Code Enforcement Officer.
- Works with the CEO to monitor all subcontracted construction and upgrades, both private and public, and advises the BOS, as needed.
- Receives requests from CEO for private driveway connection to a town road, determines culvert size, purchases culvert, completes the work and submits the invoice to the Assistant to the Selectmen.
- Schedules, assigns and supervises the road crew in maintenance and construction work
- Operates and/or supervises the operation of heavy equipment, such as backhoe, power grader, bucket loader, bulldozer, dump trucks
- Directs and supervises the repair and reconditioning of various pieces of road equipment
- Directs and participates in sanding, salting and snow removal of roadways and schedules additional part-time workers for plowing and sanding as needed
- Sets road grades, determines culvert size and the type and grade of materials to be used to ensure soil stabilization (erosion control).
- Directs installation and replacement of road signs as needed
- Directs the maintenance of sand and salt sheds.
- Works with Transfer Station attendant to move and replace garbage bins as needed
- Performs manual labor when required
- Advises the BOS on road activities and problems when needed and confers with subordinates during the development and progress of various projects.
- Participates in the hiring of road personnel and supervises and evaluates them, referring performance issues to the BOS if needed
- Receives and responds to citizen inquiries and complaints
- Maintains and arranges for safekeeping of records, legal documents, plans, records of road surveys and other documents relating to engineering work
- Attends training sessions, workshops, and meetings as appropriate provided for municipal Road Commissioners/Foremen to become acquainted with new products, new techniques, and new standards and to update knowledge in general for constructing, repairing and maintaining roads

Necessary Special Requirements:

- Must be a citizen of the United States or legally employable
- Must possess or have ability to obtain a valid Class I & Class II Motor Vehicle Operator's License with no air brake restrictions.