

FULL TIME ASSISTANT ROAD AGENT/EQUIPMENT OPERATOR I WANTED

The **TOWN of THORNTON** is seeking candidates for immediate opening for one (1) permanent full-time position of Assistant Road Agent/Equipment Operator I in the Highway Department.

Position performs skilled labor tasks and advanced operation of equipment required for the maintenance, repair and construction of streets, grounds, equipment, facilities and other publicly owned property of the Town of Thornton.

Duties to include, but are not limited to: operates heavy trucks, with or without attachments such as plows, sanders or other; performs construction, maintenance and repair of roads; operates roller, mowers, excavator, loader and all equipment owned by the town; snow plowing; responsible for performing technical and administrative work including required paperwork, file maintenance and organization (physical and computer files), and computer software application knowledge such as MS outlook email and MS word. Responsible for supervision over Foreman as well as part-time and seasonal employees. Expanded duties are required in the absence of the Road Agent. The position requires availability during non-work hours for emergencies such as snow plowing, winter maintenance, floods, windstorms, etc.

Applicants must have a high-school diploma or equivalent; minimum of 5 years of experience; advance equipment operation skills including 2 years involved supervision directing groups in municipal maintenance and construction; and a Commercial Driver's License (CDL) Class A

Applicants must work well with the public and have advanced experience operating equipment as listed above. Applicant must be able to perform tasks independently with minimal supervision.

The position is a labor grade 9 with an hourly pay range from \$18.51/hr. to \$26.15/hr. Position subject to DOT drug and alcohol testing; a pre-employment DOT drug and alcohol test is required.

A full job description and application packet is available at the Town Office and on the town website:
<http://www.townofthornton.org>.

Applications must be submitted to:

Board of Selectmen

ATTN: ASST ROAD AGENT/EQUIPMENT OPERATOR I

16 Merrill Access Road

Thornton, NH 03285

The first round of interviews will be scheduled the first week of June 2017.
The interview process will consist of verbal and practical testing with town equipment.

The position will remain open until filled.

The Town of Thornton is an equal opportunity employer.

TOWN OF THORNTON
16 MERRILL ACCESS RD
THORNTON, NH 03285
APPLICATION FOR EMPLOYMENT

The Town of Thornton is an equal opportunity employer and does not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PLEASE PRINT (USE INK)

PERSONAL:			
Name: _____ (Last) (First) (Middle)			
Current Address: _____ (Street) (City) (State) (Zip Code)			Telephone: _____ (Include Area Code)
Permanent Address (if different) _____ (Street) (City) (State) (Zip Code)			Telephone: _____ (Include Area Code)
Have you ever applied for employment here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____			
Have you ever worked for the Town/City before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____			
Dates of Employment _____ Reason for Leaving _____			
WORK EXPERIENCE: PRESENT OR MOST RECENT EMPLOYMENT			
Employer: _____		Address _____ (Street) (City) (State)	
May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Telephone _____ (Include Area Code)	Kind of Business _____	Name and Title of Immediate Supervisor _____	
Employed From _____ (Mo., Yr.)	to _____ (Mo., Yr.)	Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____ Reason for Leaving _____	
PREVIOUS EMPLOYMENT:			
Employer: _____		Address _____ (Street) (City) (State)	
Telephone _____ (Include Area Code) Kind of Business _____ Name and Title of Immediate Supervisor _____			
Employed From _____ (Mo., Yr.)	to _____ (Mo., Yr.)	Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____ Reason for Leaving _____	
PREVIOUS EMPLOYMENT:			
Employer: _____		Address _____ (Street) (City) (State)	
Telephone _____ (Include Area Code) Kind of Business _____ Name and Title of Immediate Supervisor _____			
Employed From _____ (Mo., Yr.)	to _____ (Mo., Yr.)	Job Title _____	
Duties Performed _____			
Starting Salary _____		Final Salary _____ Reason for Leaving _____	

PREVIOUS EMPLOYMENT: (Use additional sheets if necessary to describe all previous employment)

Employer: _____ Address _____ (Street) _____ (City) _____ (State)
Telephone _____ Kind of Business _____ Name and Title of Immediate Supervisor _____
(Include Area Code)
Employed From _____ to _____ Job Title _____
(Mo., Yr.) (Mo., Yr.)
Duties Performed _____
Starting Salary _____ Final Salary _____ Reason for Leaving _____

EDUCATION:

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____

Commercial courses completed (Include skills, typing, shorthand, business machines, personal computers, etc.) _____

GENERAL:

Are you authorized to work in the United States? ____ Yes ____ No (Proof of eligibility to work in the U.S. will be required upon employment.)
Are you 18 years old or older? ____ Yes ____ No How did you happen to contact the Town/City?

Are you available to work full-time ____ part-time ____ temporary ____? If part-time, indicate maximum hours per week ____
What position are you applying for? _____ Starting salary desired _____
Can you perform the essential functions of the job with or without reasonable accommodation? ____ Yes ____ No

CONVICTION INFORMATION:

Have you ever been convicted of a crime (including pleading guilty or no contest) that has not been annulled by a court, except for minor traffic violations? ____ Yes ____ No (If yes, please fill in information below.)

Conviction information will not necessarily bar an applicant from employment.

Date	Reason	Disposition of Case	Place
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

NOTICE: PLEASE READ BEFORE SIGNING

- If I am hired, I agree to abide by the rules and policies of the Town/City.
- I understand that if I am hired, my employment will be for no definite period, and that my employment and compensation can be terminated with or without cause and without notice, at any time, at the option of either the Town/City or me.
- I authorize all persons, companies, prior employers, schools, credit bureaus, and government agencies to supply any information concerning my background, education, and employment, and release all parties from all liability for any damage that may result from furnishing same to you. I also release the Town/City and its agents from all liability from damages arising from this research of my background.
- I certify that the information contained in this application is complete and correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Town/City policy.
- I certify that all of the information that I provide on this application or in any interview will be complete, true, and accurate. I understand that if I am hired, and any such information is later found to be incomplete, false, or misleading in any respect, I may be discharged.

I have read the above Notice Section or have had someone read or explain to me, and I fully understand it.

(Print Name)

(Signature)

(Date)

ASSISTANT ROAD AGENT/EQUIPMENT OPERATOR I THORNTON, NH

Position Purpose:

Position performs skilled labor tasks and advanced operation of equipment required for the maintenance, repair and construction of streets, grounds, equipment, facilities and other publicly owned property of the Town of Thornton.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs road maintenance, including sweeping, cold patching, shoulder work, and mowing; cleans ditches and culverts; cuts trees.
- Performs varied duties in the construction, reconstruction, and summer and winter maintenance of Town roads, culverts, and storm sewers.
- Operates heavy trucks, with or without attachments such as plows, sanders or other equipment.
- Operates roller, mowers, excavator, loader and all equipment owned by the town
- Snow plowing of town roads as well as plows and removes snow from Town parking lots, sands and salts lots, maintains plow equipment, clears downed trees, and repairs roads as necessary.
- Responds to emergency conditions caused by ice and snow storms, flooding, wind storm damage, and other situations affecting the safe and expeditious flow of traffic on Town roads.
- Loads trucks with sand, rock dirt, loam, pipe, equipment attachments.
- Loads and hauls excavation material and gravel.
- Responsible for performing technical and administrative work including required paperwork, file maintenance and organization (physical and computer files), and computer software application knowledge such as MS outlook email and MS word.
- Responsible for supervision and training of Foreman as well as part-time and seasonal employees of the Department.
- Expanded duties are required in the absence of the Road Agent.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School graduate and 5 years experience; advanced equipment operation skills including 2 years involved supervisory experience directing groups in municipal maintenance and construction; or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Possession of a valid NH CDL-A with endorsements for equipment used by the Town.

Knowledge, Ability and Skill:

Knowledge: Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

Ability: To work independently during winter storms and make good judgment calls; to be available to respond to emergency situations and seasonal needs; to use hand and power tools; to perform manual labor and make minor repairs on equipment; to perform frequent strenuous physical effort under adverse weather conditions; read and follow state and local laws, rules, regulations and policies and procedures; to detect errors in equipment operations and maintenance; to establish and maintain effective working relationships with employees, officials, consultants, contractors and the public.

In the absence of the Road Agent able to perform such job duties as described to the Road Agent.

Skills: Advanced skills in the use of various public works equipment. Supervisory skills directing groups in municipal maintenance and construction.

Physical Requirements:

The physical demands described here 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 individuals with disabilities to perform the essential functions.

Work requires employee to traverse rough or uneven territory when performing departmental activities; may occasionally lift and/or move objects weighing up to 60 pounds such as tools/equipment, supplies and construction objects. Accesses all levels of a construction site/building/structure, and enters and exits from vehicles. Manually operates all tools and vehicle controls. May spend a large portion of shift walking, sitting, standing, stooping, kneeling crouching or crawling. Communicates verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Position supervises the Foreman as well as part-time and seasonal employees.

Supervision Received: Works under the general direction of the Road Agent and in accordance with applicable New Hampshire Laws, town policies and relevant state, federal, and local regulations and standards. Follows established work plan and completes work in accordance with established departmental policies and standards; issues are referred to supervisor.

Job Environment:

- Regular work is performed in the outdoors with exposure to variable outdoor weather conditions and hazards associated with construction sites and public works projects; on call for various emergencies.
- Regularly operates trucks, heavy equipment required in the Town's operation, highway construction and maintenance and utilizes pneumatic tools, power and hand tools.
- Errors could cause damage or delay; errors in some instances could jeopardize personal or public safety to include injury and loss of property and have legal and/or financial ramifications.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)