**Summary of Job Descriptions and Compensation**(draft, subject to verification)

**Road Agent/DPSW Director/Supervisor**

* Duties
	+ management and supervisory skills
	+ Effective communication skills
	+ Road Construction and Maintenance Experience
	+ NH commercial driver’s license
	+ 24/7 availability, 15-minute response, emergency service hours
	+ Planning work
	+ Training, direct, supervise employees
	+ Issue driveway permits
	+ Engineering experience, drainage, wetlands
	+ Physical labor, tools, lift weight
	+ Keep records
	+ Contracts
* Compensation
	+ Salary, $50-90k (as road agent, $12-70K)
	+ Hourly, $25-30/hr
	+ Pension, Insurance, Vacation, sick, holidays

 **Equipment Operator**

* Duties
	+ Operate heavy and light equipment (trucks, loader, backhoe, excavator, grader)
	+ Road construction and maintenance, haul, plow (wing), storm drains, sanding
	+ Physical labor
	+ Preventative maintenance, minor repairs
	+ NH commercial driver’s license
	+ Fills in for RA/Director/Supervisor
* Compensation
	+ Hourly, $18-28/hr
	+ Pension, Insurance, Vacation, sick, holidays

 **Foreman**

* Duties
	+ Preventative maintenance
	+ Operate heavy and light equipment
	+ Paint, carpentry, plumbing, …
	+ Power tools, chain saws
	+ Plow snow, maintain roads
	+ Good Communications
	+ Paperwork, planning, scheduling, recording
	+ Computer skills
	+ NH commercial driver’s license
* Compensation
	+ Hourly, $12-25/hr
	+ Pension, Insurance, Vacation, sick, holidays

**Maintenance Aide**

* Duties
	+ Hand and power tools
	+ Skid steer, power equipment
	+ Painting, mowing, pruning
* Compensation
	+ Hourly, $12-21/hr
	+ Insurance
	+ Vacation, sick, holidays

**Transfer Station Manager**

* Duties
	+ Safe operation of transfer station
	+ Operate loading and recycling equipment
	+ Inspections
	+ Keeps site clean
	+ Maintains working relationships
	+ Collects fees
	+ Power tools, power equipment, pumps
	+ Logs, records
* Compensation
	+ Hourly, $16-32/hr
	+ only had two, neither described benefits

**Custodian**

* Duties
	+ Office cleaning, windows, floors, vacuums
	+ Snow removal
	+ Maintain supply
	+ Run errands
	+ Grounds upkeep
* Compensation
	+ Hourly, $13-18/hr

**Admin Assistant**

* Duties
	+ Reception, clerical
	+ Payroll processing
	+ Word processing, mail, pint
	+ Good communications with public
* Compensation
	+ Hourly, $20-27/hr (only one example)