**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)