

TOWN HIGHWAY STAFF DISCUSSION

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

TAC MEETING - 11/10/2021

Rita Seto, TRORC & Todd Eaton, Vermont Local Roads Branch Manager

DISCUSSION ITEMS

- CURRENT TRENDS / BACKGROUND
 - SEE TRORC TURNOVER MAP
- TURNOVER FACTORS
- JOB DESCRIPTION OF ROAD FOREMAN / HIGHWAY WORKER
- RECRUITMENT STRATEGIES
- PAY AND BENEFITS (IMPACTS TO EXISTING STAFF)
- ON BOARDING STAFF
- CONTINUING EDUCATION

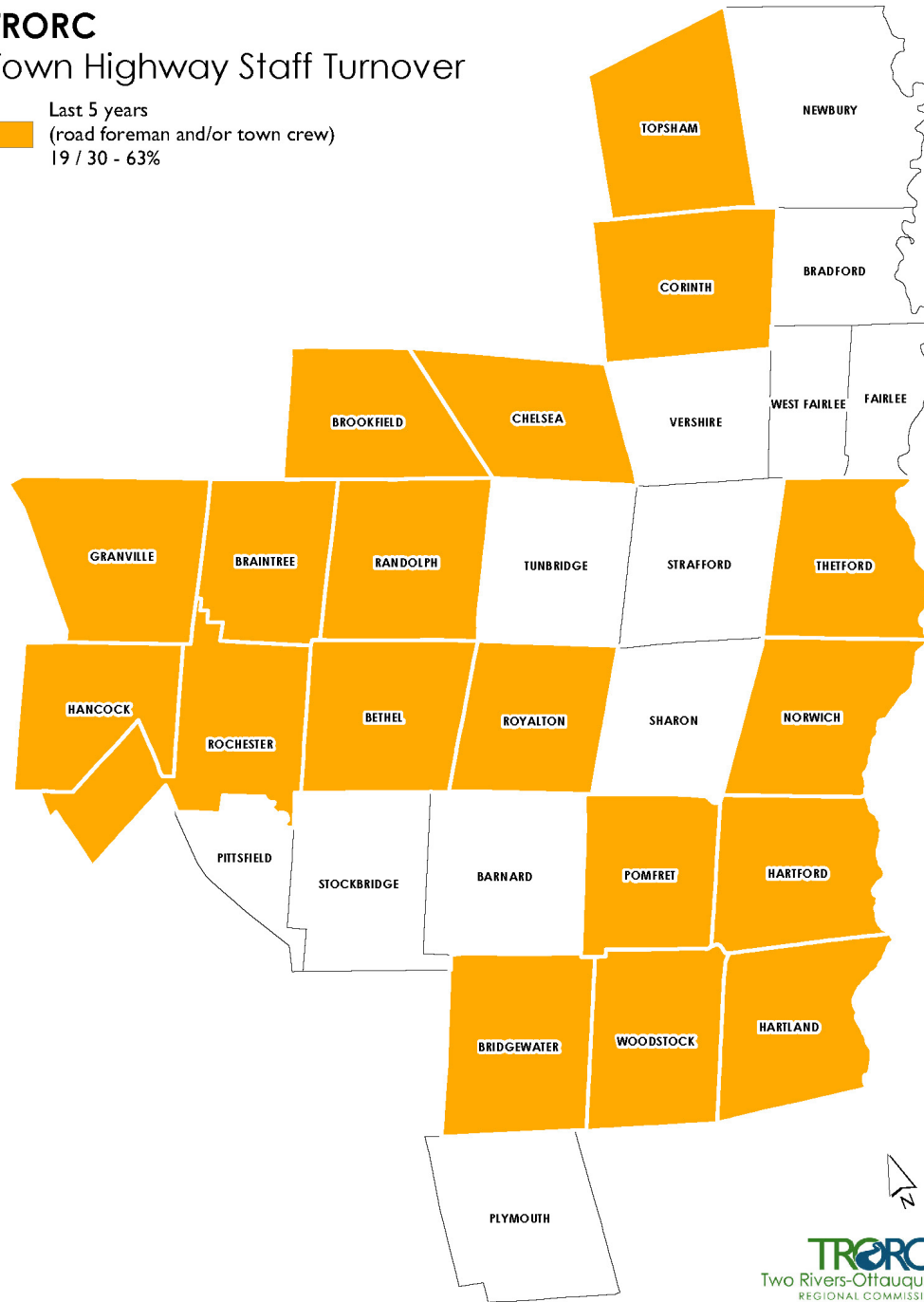
TOWN HIGHWAY STAFF TRENDS

- 2 PARTS - Leadership role (road foreman) and crew
- ROAD FOREMAN - long time “old guard” retiring
- Can be challenging to replace or promote from within
- Greater admin requirements for road foreman (paperwork!)
- ROAD CREW STAFF TURNOVER - looking for experience in operating heavy equipment, requires CDL, not to mention some understanding if any on road construction

TRORC

Town Highway Staff Turnover

■ Last 5 years
(road foreman and/or town crew)
19 / 30 - 63%



TURNOVER FACTORS

- Retiring staff
- Poaching staff
- Unqualified / or unhappy staff - driven by pay, public facing interaction, conflict with other town staff
- Respect
- Unable to get additional training (no approval from town or road foreman) - what's the support culture?



JOB AD DESCRIPTION REVIEW/CRITIQUE

- Job Summary
 - This position is to serve as the working supervisor of the Town of _____ Highway Department, carrying out a variety of highway and town maintenance related tasks. This person is responsible for the day-to-day operations of the Highway Department. This position requires experience with personnel management, all aspects of highway and bridge construction and maintenance, employee and contractor oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping and communicative skills, assistance with budget development, any other tasks assigned by the Selectboard. This is an exempt full-time position, requiring flexible schedule which may include nights, weekends, and holidays.
- Level of Responsibility
 - The Road Commissioner works under the broad supervision of, and reports directly to, the Selectboard.

PAY AND BENEFITS - SHOW ME THE MONEY!

- Median Pay Rates in VT:
 - General Foreman: 58k/yr
 - Superintendent: 67k/yr
 - DPW Manager: 68k/yr

(ZipRecruiter.com)

RECRUITMENT STRATEGIES

- TRADITIONAL (town website, VLR listserv, newspaper)...
- ADD:
 - Social Media
 - Compelling Job Description
 - Pay Scale Stated
 - Treat Candidates like Customers
 - Appeal to Millennial Generation
- BROADER QUESTION - HIGH SCHOOL/VOCATIONAL/TECH SCHOOLS?

ON BOARDING - FROM TOWN LEVEL

- Job related documented training
- Competency training
- Certifications

ON BOARDING - TRORC/STATE LEVEL (RITA'S CHECKLIST)

- Schedule in person meeting - invite VTrans District Staff
- Intro to RPC and tech assistance (from RPC level)
- Intro to VTrans District and ANR River Mgmt Engineer (trio)
- OVERVIEW OF TOOLS:
 - STATUS OF CURRENT TOWN PROJECTS/GRANTS
 - NEXT ROUND OF GRANTS
 - ORANGE BOOK, VTRANS BETTER ROADS MANUAL, DEC MRGP PERMIT
 - CULVERT/ROAD EROSION/ROAD SURFACE INVENTORY MAPS
 - VTRANSPARENCY - BRIDGE INSPECTION REPORTS
 - OTHER RESOURCES POSSIBLY NEEDED

CONTINUING EDUCATION/TRAINING

- Vermont Local Roads - E-Learning Mgmt System
- RPC Regional Road Foreman meetings

WHAT ELSE?