

POSITION DESCRIPTION

Class Title: Roadmaster

Department: Road Department

Date: June 14, 2016

GENERAL PURPOSE

This is skilled supervisory, administrative and professional work in the repair and maintenance of Township roads and equipment and in the planning, organizing, directing, and supervising of the Road Department.

This employee is responsible for planning and scheduling jobs, assigning and supervising the work of other employees and participating in the work itself.

This employee exercises judgment in scheduling work, taking into account available equipment and manpower, severity of the situation to be corrected, and the need to cover all areas of the Township. The employee determines the need for overtime and makes overtime assignments as necessary to deal with storms and emergencies.

This employee is expected to be cognizant of construction and maintenance needs of the Township through his own observation and to take this into account in scheduling work. Work is reviewed by the Board of Supervisors.

This employee may be a working Township Supervisor or a non-working Township Supervisor.

SUPERVISION RECEIVED

Works under the general direction of the Board of Supervisors.

SUPERVISION EXERCISED

Exercises supervision over all Road Department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees all the activities of the Road Department.

Supervises Road Department employees, either directly or through subordinates.

Determines work procedures, prepares work schedules, and expedites workflow on Township road, parks, buildings, drainage ditches, etc.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures and safety of operations.

Participates in manual work and equipment operation.

Implements policies and changes approved by the Board of Supervisors to improve efficiency and effectiveness of operations.

Maintains harmony among road workers and resolves grievances.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Road Department.

Evaluates Road Department needs and formulates short and long range plans to meet needs in all areas of responsibility.

Oversees project management for the construction of the municipal road projects. Oversees road projects to ensure contractor compliance with time and budget parameters for the project.

Responds to public or other inquiries relative to department policies, procedures, and complaints.

NONESSENTIAL DUTIES

Assists in directing traffic at work sites.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school, diploma or GED equivalent, plus some specialized training in construction, medium and heavy equipment operation and maintenance, and management; and
- (B) Minimum of four (4) years previous public works experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting. Thorough knowledge of applicable Township policies, laws, occupational hazards and safety precautions and other regulations affecting Department activities.
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally and in writing with employees, consultants, other governmental agency representatives, Township officials and the general public.

SPECIAL REQUIREMENTS

- (A) Must possess a valid Pennsylvania operator's and CDL license – Class A or have the ability to obtain one prior to employment;
- (B) CDL endorsement not necessary if a non-working Township Supervisor.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including but not limited to a backhoe, loader, grader, pickup truck, dump truck, snowplows, roller, paver and mowers; small hand tools, telephone; and mobile radio.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk; use of hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee regularly is required to see, talk, hear and smell. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move objects up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.