

CLAY TOWNSHIP JOB DESCRIPTION

Roadmaster

JOB SUMMARY: Under general direction from the Board of Supervisor's Member in charge of Public Works; provide day-to-day supervision of public works maintenance workers as well as perform the work of the crew; plan and prepare for road maintenance, public works projects; operate, maintain, and repair equipment and vehicles.

Responsible for the development, construction, execution and maintenance of all roads, public works stormwater and sewer infrastructure, facilities and equipment in the Township.

REPORTING RESPONSIBILITY: This employee reports to the Board of Supervisors and supervises the Public Works Equipment Operator/Laborers, temporary, seasonal and Grounds Maintenance Personnel.

PERSONNEL ADMINISTRATION RESPONSIBILITIES:

Schedules/supervises work assignments for supervised employees on a daily basis

Maintains discipline of all the employees he supervises

Implements evaluation procedures for supervised employees with coordination from Township Manager

Administers and implements personnel regulations with input from Township Manager and Solicitor

Administers training and development of employees with coordination from Township Manager

Implements Township Safety Program for employees and conducts quarterly safety meetings with coordination from Township Manager.

Keep records on hours worked and attendance of personnel

Track communicate and document road history and current and future needs.

Perform and document MS4 requirements as required by Township MS4 Permit related to Public Works infrastructure and facilities. (MCM#3 and MCM#6)

Respond to inquiries and complaints from the public; follow up with appropriate course of action

In the event of emergency weather conditions, oversee coordination of call-out and assignment of equipment and coverage; assess safety needs of employees and take steps to plan for safe working conditions.

Create reports of department projects and activities; prepare reports to update the Board of Supervisors on status of major projects, attend meetings to address questions and present reports.

Implement policies and changes directed by the Board of Supervisors

Attends educational training as required

FINANCIAL RESPONSIBILITIES:

Prepare and submit budget for Public Works Department to Township Manager

Estimates projects costs as necessary

Operates department within budget

Orders equipment, tools and materials/supplies upon approval by Board of Supervisors and or Township Manager, based on cost and immediate need.

Recommends replacement of equipment and vehicles when necessary

PUBLIC WORKS RESPONSIBILITIES:

Schedule construction and maintenance activities on Township Roads, highways, parks, buildings, sewers, storm sewers, drainage ditches, waterway, etc.

Responds to emergency situations

Inspects infrastructure and suggest improvements

Investigates complaints and determine course of action, Schedules repairs and follows up with complainant and Township Staff

Ability to show tact and diplomacy when resolving problems with fellow employees, members of the public, other departments and municipal officials

Oversee maintenance of all equipment and vehicles and document on the condition

All key functions as listed on Equipment Operator/Laborer job description

Ability to work well in a team, includes being a strong verbal communicator and good listener (clear, courteous, comprehensive, respectful communicator)

Assume all other duties assigned by the Board of Supervisors

PHYSICAL DEMANDS: The employee works outside daily and is exposed to a variety of conditions. The position requires frequent lifting of up to 50 pounds and the ability to lift over 50 pounds with the assistance of proper equipment. Employee will need to have ability to climb ladders and instruct others in ladder safety. In addition, the employee must be able to drive all township trucks and operate at a minimum, the following equipment; rubber tired loader, motor grader, backhoe, roller, mowing tractors, zero radius mowers, chain saws, pumps, air compressors and other equipment as necessary. The employee must be able to use a pipe laser, transit or level, a ruler or other measuring equipment and basic hand tools.

MENTAL DEMANDS: The employee must have the ability to read and write on a high school level, reason and solve problems. In addition, the employee must have the ability to communicate well with residents, contractors, vendors and the general public in a professional, courteous and respectful manner.

REQUIRED EDUCATION AND EXPERIENCE: The employee should have a high school diploma or equivalent and at least 12 months experience in a supervisory job entailing duties similar to those required for this position, in construction or public works. The employee should have a basic knowledge of construction practices, mechanics, confined spaces and trench work.

The employee must be able to read and understand plans, be able to construct to a stake out and have a basic understanding of the mechanical aspects of pump stations and sewage treatment plants. In addition, the employee must have confined spaces and trench shoring training.

REQUIRED SKILLS: The employee must be able to use basic office equipment, have a thorough skill level with computers and basic software, i.e. Word, Excel, Outlook, etc., Able to drive all township trucks and operate all public works equipment.

REQUIRED LICENSES: Valid PA CDL with Class B with Air Brake Endorsement

This job description includes, but is not limited to, the position's essential functions. Management retains the discretion to add or change the duties of the position at any time.

REPORTS TO: Board of Supervisors
FLSA STATUS: Non-exempt
DATE: October 2020