

ROADMASTER

Summary:

This is a supervisory and skilled maintenance position with the Township. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of township vehicles, equipment and manual labor. The employee is required to be available to work a flexible work schedule during snow removal operations and emergency situations that may include mandatory overtime. In addition, the employee supervises skilled and unskilled laborers performing manual work on construction and maintenance projects.

SUPERVISION RECEIVED:

Works under Broad policy guidance and direction of the Board of Supervisors

SUPERVISION EXERCISED:

Exercises general supervision (guidance and direction) over road crew personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities of full-time road department equipment operator/laborer.
- Schedule and Oversee all activities of the road department, including but not limited to snow removal, snow plowing, deicing, grading and brining, mowing roadsides, crack sealing, pothole filling, etc.
- Maintain time records and activity journal and report to the board of supervisors all activities relating to road department personnel.
- Maintain log and report to the board of supervisors on the status of all township equipment and facilities.
- Attend board meetings or provide written department reports.
- Maintain road department inventory.
- Implement policies and changes directed by the board of supervisors.
- Prepare reports and assist with grant applications.
- Estimate project costs and prepare specifications as necessary.
- Assist with budget for road department and operate department within budget.
- Keep up to date with innovations in road maintenance and township policies.
- Resolve complaints regarding infrastructure.
- Respond to emergency situations regarding township facilities.
- Monitor performance of contractors.
- Review and approve invoices from road department suppliers.
- Field and direct questions to the right people if he cannot answer them.
- Return phone calls

- Keep track of and reorder supplies (anti-skid, salt, gravel, cleaning supplies...)
- Monitor continuing status of road conditions (checking roads, listening to weather, etc.)
- Assume all other duties assigned by the board of supervisors.

MINIMUM QUALIFICATIONS:

*Education and Experience:

- Graduation from high school or GED equivalent.
- Four (4) years' experience involving the use of medium and heavy equipment with progressively more responsible positions in the area of public works or education & experience through which similar knowledge or skills have been gained.

*Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of heavy-equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street maintenance work.
- Skill in operation of listed tools and equipment
- Ability to understand and follow oral or written instructions.
- Ability to observe and implement proper safety precautions.
- Ability to establish effective working relationships with other employees and supervisors.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to represent the township with the public in a respectful manner
- Ability to function well under stressful situations.
- Ability to work in excess of eight (8) hours per day
- Ability to respond at any hour of the day or night.
- Ability to reason, solve problems, and provide oral and written communication with township personnel, residents, contractors, vendors, etc.
- Ability to use basic office equipment with a basic skill level with computers.
- Ability to read and understand engineering plans.
- Ability to inspect all the trucks that require annual and semi-annual inspections.

SPECIAL QUALIFICATIONS:

- Valid CDL A driver's license with an air brake endorsement.
- Pa. Dept. of Transportation verification of accident-free driving record.
- Pre-employment drug and alcohol testing with test results indicating a negative for controlled substances; and continued compliance with the Washington Township Drug and Alcohol Policy.

- Pre-employment certification by a medical examiner as qualified to drive, with said certification to be filed every two years.
- Valid vehicle inspection license or ability to obtain one.

TOOLS AND EQUIPMENT USED:

- Motorized vehicles and equipment, including snow plowing equipment and deicing equipment, 4x4 loader and loader backhoe, road grader, tractor with a boom mower and ditcher, road plane, York rake, PTO equipment, saws, compressors, sanders, welders, common hand and power tools, shovels, wrenches, mobile radio, phone.

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.

- The employee is regularly required to use hands to handle, feel or operate objects, tools, or controls, to steer and to reach with hands and arms.
- The employee is regularly required to use feet to operate brake and gas pedals, shift gears, etc.
- The employee must be able to see, hear, walk, stand, sit, squat, shovel, rake, climb stairs and ladders, climb in and out of ditches, manholes, inlets, equipment, etc.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, up to 100 pounds.
- The employee must be able to drive all township trucks and operate all township equipment.
- The employee must have sufficient physical strength and freedom from disabilities to lift heavy objects and work under adverse weather conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

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.

- The employee works outside daily and is exposed to dirt, dust, noise, vibration, grease, oil, diesel fuel, gasoline, sewage, fumes, airborne particles, water, cold, heat, snow and rain.
- The employee is occasionally exposed to toxic or caustic chemicals, and risk of electrical shock.

- The employee frequently works near moving mechanical parts.
- The noise level in the work environment is usually loud.
- The employee occasionally works in high, precarious places.

SELECTION GUIDELINES:

- Formal application, rating of education and experience, oral interview and reference check, job related testing.
- 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.