

Job Description

Job Title: Roadmaster/Public Works Assistant
Reports To: Board of Supervisors
FLSA Classification: Exempt
Date: June 2012

GENERAL PURPOSE OF JOB

This position is responsible for township roads, structures, equipment and grounds of Gregg Township and reports directly to the Board of Supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the repairs and maintenance of township roadways, buildings and grounds.
- Prioritize, plan, budget and schedule road projects as directed by the Board of Supervisors. Duties include assigning and supervising the work of other road employees and participating in the work itself.
- Assists Board of Supervisors in the preparation of the budget for the department. Monthly meet and discuss department budget with Treasurer.
- Attend all Board of Supervisors meetings and budgetary meetings. Provide a monthly Roadmaster report of tasks completed, tasks in progress and tasks scheduled.
- Ability to effectively organize and direct personnel to maximum efficiency, communication, and coordination within the department.
- Select, train, motivate and evaluate personnel; monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies.
- Ability to establish and maintain effective working relationships with subordinates, other employees, Supervisors and the general public.
- Schedules 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. Determine the need for overtime following Township policies. Makes overtime assignments as necessary to deal with storms and emergencies.
- Monitor the work of subcontractors, Penn DOT Engineers and Township Engineer to assure they are using proper procedures and materials.
- Directly responsible for purchasing and vendor relationships as necessary to perform the duties of the position. Authorized to make purchases within the budgetary limits.
- Maintains daily vehicle logs and fuel usage records.
- Develop preventative maintenance schedule on all equipment maintained by the Township.
- Determine need for new equipment and facilities. Also determine the need for major repairs, maintenance of grounds and facilities and rebuilding projects. Provide this information to the Board of Supervisors to be included in the preparation of the capital budget.
- Ability to operate tools and equipment listed.
- Communicates and coordinates work activities with residents and other municipalities as necessary.
- Respond to and resolve citizen inquiries and complaints.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the respective fields of responsibility.
- Report hours worked by self and road crew to secretary for payroll. Approve sick leave and vacation time for the road crew.
- Follow Federal (OSHA), state regulations and Township policies regarding safety training and safe work practices.
- Available to respond quickly to emergency situations, on call 24/7.
- Perform road inspections and maintain necessary records.
- Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.

- Assist in preparation of Federal, State and County grant applications for project disaster and relief aid.
- Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
- Ability to work under stress.
- Ability to meet deadlines.
- Other duties that may be assigned by the Supervisors.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the direct supervision of the Road Maintenance employees.

CERTIFICATES, LICENSES, REGISTRATIONS

PA Class A Commercial Drivers License is mandatory. Licensed Forklift Operator, Licensed Heavy Equipment Operator, Certified First Aid Responder, Welding/Electrical/Carpentry certificates are also helpful.

Pre-Employment Drug Test Required.

EDUCATION and/or EXPERIENCE

An Associate's degree (A.A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience is required for this position.

LANGUAGE AND MATHEMATICAL SKILLS

This position requires the ability to read, analyze, and interpret documents, and respond effectively to inquiries or complaints from vendors, residents, staff and Board of Supervisors.

It also requires the ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumferences, and volume.

REASONING ABILITY

This position requires the ability to define problems, collect data, establish facts and draw valid conclusions. It is also necessary to interpret technical instructions in mathematical or diagram form.

PHYSICAL DEMANDS

This is a highly mobile position that requires the ability to stand, walk, use hands, reach with arms, talk, hear, climb, kneel and crouch constantly. Frequent lifting up to 50 pounds with occasional heavier lifting required. Physical demands will consume approximately $\frac{3}{4}$ of the Roadmaster's daily schedule.

This position requires the use of all types of vision, including close, distance, color, peripheral, depth perception, and adjustment of focus.

WORK ENVIRONMENT

This position is exposed to loud noise levels and regularly must deal with outdoor weather conditions (including extreme cold/heat), working in high places, and exposure to electrical shock hazards, fumes and moving mechanical parts. Approximately $\frac{3}{4}$ of the Roadmaster's time is spent in this work environment.

This position requires working in a dirty environment where worker and clothing easily become dirty.

Occasionally may require working in unpleasant social situations when dealing with residents' complaints.