



JOB DESCRIPTION

TITLE: Assistant Director/Road Master
DEPARTMENT: Public Works

REPORTS TO: Public Works Director
EEO JOB CATEGORY: Professional
DATE JOB DESCRIPTION COMPLETED: October 22, 2022

SUMMARY: The Public Works Assistant Director/Road Master performs a variety of skilled and supervisory duties related to Township infrastructure, facilities maintenance and repair. This position reports directly to the Public Works Director and will be responsible for supervising full time and seasonal employees within the Public Works Department.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required as deemed necessary:

- Supervise Public Works Employees to perform highway, parks, sewer, building, vehicle and equipment maintenance.
- Position requires being available to respond to emergencies after regular work hours
- Perform duties that are similar and related to the work performed by Public Works Staff as necessary
- Coordinate and assign daily activities to Public Works Staff
- Maintain time sheets of staff
- Review completed work orders to ensure complete and accurate information
- Order materials and supplies for projects and inventory
- Maintain equipment and tool inventory
- Maintain traffic signals and traffic signal permits
- Schedule and document sewer manhole and grease trap inspections
- Must be able to read land development, grading, sewer and construction plans

- Review and make recommendations on all contracts regarding Public Works Facilities and Operations
 - Assure compliance by contractors regarding Public Works Facilities and Operations
 - Must be able to communicate clearly and provide feedback to the Public Works Director
 - Perform and coordinate winter maintenance activities regarding township roads and properties
 - Operate trucks, tractors and heavy equipment
 - Train employees on safe and proper use of equipment
 - Must be able to clearly provide guidance and direction to Public Works Staff
 - Must be able to encourage and receive feedback from Public Works Staff
 - Must be able to relay feedback to the Public Works Director and incorporate relevant feedback in future planning
 - Must promote a positive work environment
 - Review time off requests, as needed, from staff before approval or denial of request by the Public Works Director
 - Evaluate Township Roads and make recommendations for repairs and paving
 - Familiar with PA One Call and the laws pertaining to it
 - Locating Township facilities for PA One Call when necessary
 - Evaluate staff on an annual basis
 - Respond to residential inquiries, work and communicate with public officials, engineers and other governmental agencies
 - Must be able to work within a budget and assist in preparing annual operating and capital budget
 - Successful candidate must be knowledgeable in construction techniques involving street and road construction and maintenance, storm and sanitary sewer maintenance and repair, able to operate Township equipment and vehicles, including but not limited to CDL trucks, sewer jet & vacuum truck, roller, backhoe, skid steer, plate tamper, saws, pumps, compressor, generators, oil jacketed tar pot, snow removal equipment
 - This is a physically demanding position and the individual must be in good physical condition and be able to walk, crouch, climb and carry heavy objects for extended periods and be able to work in all types of weather conditions
 - Attend meetings as directed including evening meetings
 - Ensure cooperation with and support for other Township Departments
 - In the absence of the Public Works Director, fulfill the Director's Duties and responsibilities.
 - Any other duties and responsibilities assigned by the Public Works Director.
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QUALIFICATIONS DESIRED:

- Experience: Seven (7) years as a Public Works Foreman or equivalent experience
- Valid PA driver license –Class A CDL preferred; must be able to obtain Class A CDL within 1 year
- Equivalent combination of education, experience and or training which provides the knowledge and skills necessary to perform the work
- Must have basic knowledge of Microsoft Office Programs
- Street light and traffic signal experience
- Prior concrete and asphalt experience
- Prior wastewater experience
- Certifications in Confined Space, CPR, Basic First Aid, Flagger Certification, LTAP Road Certifications, certifications related to the essential functions of the position
- Road management experience
- Firefighter 1

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, the employee will be required to stand, walk, climb ladders, use his or her hands, operate tools or reach objects. The employee is occasionally required to push, pull, lift or move objects that weigh in excess of 100lbs. While performing the essential duties of the position, the employee may be exposed to heights, dust, noise and moving parts. Due to the nature of the position the employee must be able to work in all weather conditions.

GENERAL SIGN-OFF:

The employee is expected to adhere to all Township Policies while employed. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Signature: _____ Date: _____

Department Director Signature: _____ Date: _____