

**PENN TOWNSHIP  
ROADMASTER  
JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Position is overseen by the Township Supervisors. Roadmaster must be able to do all aspects of road crew's responsibilities. Work includes supervising of road crew whose job description involves physical effort, exposure to the elements, potential work hazards and on-call responsibility to work non-traditional hours and in emergency situations. Those employed in this classification should be capable of supervising those who perform strenuous physical duties such as, but not limited to, lifting and moving small equipment, shoveling or loading bulk quantities of material pertinent to the repair and operation of various types of heavy equipment, maintenance of equipment, public streets, parks and other Township owned facilities. Must be capable of carrying out special project work, on or within non-township owned facilities and/or properties as deemed appropriate by the Township Supervisors. Must also possess a working knowledge of all Township owned infrastructures and Township owned buildings and will be held accountable for their maintenance and upkeep.

Must be able to manage and supervise road crew, keep time, record road crew hours on PennDOT mandatory time sheet, log all work and maintenance, handle year- round road maintenance and upkeep including but not limited to snow removal, anti-skid, grading, paving, pot hole repair, guide rails, berming, ditching, brush maintenance, culverts, bridges, ordering road materials and the installation and inventory for proper street signage. Must provide Supervisors with estimated road work/costs for budgetary use and be able to supply appropriate office staff with accurate quantities and materials for the bidding of road repair contracts. Must also possess knowledge of the operation of all trucks, heavy equipment, tractors, etc. that are owned by the Township, including but not limited to their maintenance, fuel requirements and parts.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma, general education degree (GED) or equivalent job experience.

**LANGUAGE SKILLS:**

Ability to read and comprehend the English language, read and comprehend simple instructions as well as short correspondences and memos. Computer skills involving use of the Internet, ability to read and utilize spreadsheets, complete One Call ticket registration and must have some word processing skills. Ability to use the Township cell phone effectively, efficiently and be on call 24/7/365 unless possession of the phone has been relinquished in the event of vacation, sick or other time off previously approved by the Township Supervisors.

**READING SKILLS:**

Ability to apply common sense understanding to carry out detailed written or oral instruction.

**INDIVIDUAL MUST MEET OR EXCEED THESE ESSENTIAL CAPABILITIES/DUTIES:**

1. Must possess and continue to maintain a valid Pennsylvania Driver's License.
2. Township Employees may be required to participate in random drug and alcohol testing.
3. Must possess a clear, uncited, and safe driving record for a minimum of three years.
4. Ability or able to learn to drive all sizes of Township vehicles including the operation of snow plows.
5. Ability to be trained on and to operate specialized equipment, including but not limited to a front loader, backhoe, bucket truck, boom mower and various fuel powered equipment and hand tools.
6. Ability and availability to perform a variety of afterhours emergency call-out duties including snow fighting and various other hazards created by weather etc.
7. Ability to manually lift and carry a minimum of 65 pounds.
8. Ability to safely and successfully perform any and all assigned duties and additional duties, on a timely basis, with limited direct supervision as assigned by the Township Supervisor(s).
9. Ability to use power tools.
10. Ability to perform minor automotive equipment repairs and general vehicle maintenance.
11. Ability to understand and follow routine instructions.
12. Ability to stand, walk, sit, climb, balance, stoop, bend, crouch, crawl, reach, handle, finger, feel, see (near, midrange and color vision required), push and pull.
13. Ability to establish and maintain effective working relations with Township employees, the general public and associates.
14. Ability to perform custodial duties including but not limited to, sweeping and mopping floors in township owned buildings.
15. Ability to operate motor vehicles to transport personnel and minor equipment to and from job sites.
16. Ability to comprehend occupational hazards involving such work.
17. Performs minor maintenance to equipment such as, but limited to, washing and waxing of automotive vehicles and equipment, and adding or applying fuel and lubricants to automotive components.
18. Performs duties of "flag person" controlling vehicular traffic at job sites located on public streets and highways.
19. Shows continuous progress in learning to operate all township equipment.