

# ROADMASTER

---

The Roadmaster is responsible for planning, scheduling, and supervising the Road Department. This individual is responsible for maintenance of Township roads, traffic signs/markings, storm water grates/inlets/pipes, bridges, and the Township garage. The Roadmaster shall also assist the Road Department by performing equipment operator duties wherever necessary. Projects are to be planned and implemented in accordance with the road maintenance plans. The Board of Supervisors appoints the Roadmaster on an annual basis. Work is performed under the general direction of the Township Manager and the Board of Supervisors.

## SPECIFIC DUTIES

1. Schedules, assigns, and supervises the daily work of the Road Department for the maintenance of Township roads, parks, and public facilities.
2. Maintains daily attendance records for employees. Directs overtime and on-call schedules.
3. Instructs employees in the use of equipment and safety procedures.
4. Responsible for on-the-job training of new employees.
5. Observes that vehicles/equipment are kept clean, properly maintained, and receive scheduled safety inspections and preventative maintenance repairs.
6. Directs and participates in snowplowing, salting and anti-skid operations as weather conditions dictate.
7. Recommends projects and specifications for contracted road repairs, bridge repairs and equipment purchase to the Township Manager and Board of Supervisors.
8. Reviews invoices and purchasing agreements.
9. Inspects projects to ensure compliance with accepted standards and state regulations.
10. Supervise, inspect, and direct the repair of road surfaces and drainage systems.
11. Maintains a record of all maintenance activities and prepares the required road reports in accordance with the Township Code.
12. Attends educational courses or relevant topics such as signage, road conditions etc. Remains current on transportation/signalization regulations.
13. Performs relevant inspections such as driveways, paving contracts, utility trench restoration and other projects affecting or related to township roadways.
14. Directs and maintains building/grounds maintenance.

## ROADMASTER

---

15. Provides bi-weekly work schedules for the Road Department.
16. Maintains positive and cooperative attitude with co-workers, Board of Supervisors and the general public at all times.
17. Attends all Board of Supervisors regular and workshop meetings and provides a monthly report to the Board of Supervisors of Road Department activities.
18. Work with PADOT Municipal Representative on projects that involve State Funds. Prepare PADOT reports on Liquid Fuels activity and expenditures.
19. Approves road department time sheets subject to Supervisor and Secretary/Treasurer approval.
20. Perform road department evaluations directed by Township Manager.
21. Responds to emails, phone calls and meeting with residents.
22. Serves as contact for Township Traffic Lights.
23. Works as required on specific projects with other members of the Road Department.
24. Prepare and/or review bid specifications for Township projects, equipment and supplies.
25. Prepares and participates in the on-call rotation for the Road Department and responds to evening, weekend emergency and snow/ice events.
26. Provides time and material reports for completed projects.
27. Participates as a member of the West Donegal Township Safety Committee.

### DESIRED SKILLS

1. Ability to express ideas clearly and concisely both orally and in writing.
2. Ability to establish and maintain a solid working relationship with elected and appointed Township Officials, employees and the general public.
3. Knowledge of the regulations and laws pertaining to municipal road maintenance/repair.
4. Ability to administer, plan and/or coordinate road maintenance, repair programs and services.
5. The Roadmaster must be able to use basic office equipment, have a basic skill level with computers, be able to read and understand architectural and

## ROADMASTER

---

engineering plans, drive all township trucks, and operate all public works equipment and basic hand tools.

6. Have experience in supervision of employees.

### EDUCATION AND EXPERIENCE

1. High School diplomas or equivalent.
2. Vocational certification and supervisory and/or personnel management training preferred.
3. Minimum of five (5) years' experience in a related field in the public or private sector; ability to read plans/blueprints would be beneficial.
4. Valid Pennsylvania Driver's License and a minimum Class B Commercial Driver's.
5. Compliance with random drug testing and maintenance of good driving record.
6. The ability to be on-call on rotation and respond to evening and weekend emergency and/or ice and snow events.

### NOTIFICATIONS

This position is an exempt, salary position and is not eligible for overtime pay.

The position description does not list all the duties of the position of Roadmaster. You may be asked by the Supervisors or Township Manager to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this description. The West Donegal Township Board of Supervisors has the right to revise this position description at any time.

This position is not a contract for employment and either you or the West Donegal Township Board of Supervisors may terminate employment at any time, for any reason.