



East Pennsboro Township

Road Master Job Description

Job Title: Road Master

Classification: Full-Time Exempt

Department: Public Works/Parks

Reports to: Public Works Director/Township Manager

The primary responsibility of the Road Master is to manage all aspects of the Highway division of the Public Works. This position is an exempt position as well as a management role. The Road Master shall serve as a member and administrator of the public works Highway division of East Pennsboro Township. The Road Master shall supervise maintenance crew in the performance of work, plan and direct work projects, ensure appropriate utilization of resources, respond to public inquiries and complaints, and perform the duties and responsibilities of a skilled maintenance worker as well as managerial duties in the absence of the Public Works Director.

Essential Duties and Responsibilities:

- Manage Highway Division Staff – Union, Admin, and Part-Time as outlined in the administrative handbook
- Supervise highway division in the performance of work, provide on-the-job training, establish work methods, communicate policy, rules and regulations, ensure work meets quality standards, enforce safety standards, schedule and assign work projects, evaluate work performance and provide feedback, resolve employee grievances, approve leave
- Recommend and administer operating budget; ensure proper control of expenditures and efficient use of materials, equipment and labor; establish and update inventory, and make purchases of tools, materials and supplies for the Highway department; assist in bid specifications, monitor vendors and subcontractors contracts; assess current projects for cost efficiency and effectiveness and prepare capital improvements and renewal plans
- Responsible for all roadway maintenance and repair including, but not limited to, paving, leaf collection, snow, and vegetation removal, drain boxes, culverts and storm water drainage systems, traffic control devices and signage and street sweeping schedule
- Responsible for the maintenance and staffing of Township compost facility
- Create and submit monthly progress reports to Public Works Director
- Create and follow daily, weekly and seasonal work as well as assign duties and responsibilities to public works personnel
- Create, maintain, and submit reports per D.O.T. requirements
- Monitor safety practices and daily duties to ensure a safe working environment
- Work closely with Public Works Director, W.W.T.P Superintendent and Local Emergency Coordinator to staff each division appropriately per Township needs, including Snow Emergency procedures
 - During snow emergency procedures, will be the first manager in charge after Public Works Director
- Attend and participate in monthly staff meetings
- Attend monthly commissioners meetings as requested by Public Works Director, Township Engineer, and Township Manager
- Must be on call for emergencies at all times except with approval from Public Works Director
- Respond to inquiries and complaints from the public; follow up with appropriate course of action; meet with Township officials to discuss problems or issues regarding projects



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- Inspect equipment, facilities, grounds and Township roads; check for safety hazards, diagnose problems and determine need for maintenance or repair; provide ongoing assessment of operations and recommend improvements
- Work with the Township Engineer for operational assistance, troubleshooting, projects, and upgrades
- Act as the assistant in the absence of Public Works Director to the Highway department and Fleet.
- Perform related duties as required or assigned by the Public Works Director or Township Manager

Required skills:

- High school education/GED
- Preferred Associates or Bachelor's degree in public administration, or significant experience in a related field such as Public Works/Highway and management
- Knowledge in municipal public works such as planning, design, maintenance, and construction
- Preferred knowledge in the municipal solid waste landfill, planning, design, maintenance, and construction
- Knowledge in safe work practices
- Ability to plan, organize, and direct the work of public works personnel as well as experience in evaluating and training staff
- Ability to prepare and create scale and comprehensive written reports
- First Aid/AED Certification
- Roads Scholar I from PA LTAP
- Obtain Roads Scholar II from PA LTAP within three years
- Obtain O.S.H.A. 10 Hour within two years of appointment date
- Obtain IS-100PW, ICS-200, ICS 300, ICS 400, ICS-556, IS-552, ICS 558, IS-700, and IS-800 with in three years
- Maintain strong relationships with Township officials, employees, contractors, the general public, and representatives of other agencies
- Able to use word processing, spreadsheet, database, and other various software formats including payroll
- Maintain a Commercial Driver's License and clean driving record per D.O.T. requirements (must also be registered with the Federal Clearinghouse, CDL reporting requirement)



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Abilities required

This position requires sitting, standing, walking or moving throughout the community, often for extended periods of the workday. Must be able to verbally communicate efficiently and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Occasionally may lift objects up to 40 pounds in an upward movement or from position to position at the same level. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside and outside environmental conditions that are relevant to the various community and facility settings. Driving is required for this position as well as proficient handling of a variety of machinery and equipment.

Disclaimer

The above employment outline was created to describe the general nature and level of the baseline work being performed by someone assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the classified personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please submit a completed application to the following address/email:

East Pennsboro Township
Desiree Bucke, Administrative Assistant
DBucke@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025
717-732-0711 X 1203