

Job Title: Road Master/Road Foreman

Department/Group: Road Department

Level/Salary Range: 25/hr with CDL **Position Type:** Full Time with 90 Probation

Job Description

JOB SUMMARY

Supervise semi-skilled and unskilled laborers performing manual work on road, construction and maintenance projects.

General township property and road maintenance and repair including, but not limited to: Road paving, patching, and crack sealing, Installation of stormwater systems, Cleaning and repairing of stormwater inlets and pipes, Installation and repair of street signs and guide rails, Roadside leaf and debris collection, remove trees and/or branches from roadways, assist in traffic control as needed, General cleaning and washing of vehicles and equipment, General clean-up of the garage, Light carpentry work, Move heavy boxes or equipment and large bulky objects,

Snow and Ice Control: Plow roads & Apply salt/cinders as instructed

Perform and/or assist in the mowing program, Mow assigned areas such as along highways, open spaces, detention ponds, rights-of-way, etc., Assist in training activities, perform other tasks as assigned by immediate supervisor

Emergency call outs

ROLE AND RESPONSIBILITIES

- Report regularly to the Board of Supervisors on all matters pertaining to the activities of the Road Department.
- Report all activities relating to personnel to the Board of Supervisors.
- Attend regular meetings of the Board of Supervisors.
- Responsible for authorizing purchases with his/her department.
- Maintain and report on the status of all township equipment.
- Repair, maintenance and operation of Township equipment.
- Maintenance of Township park.
- Oversee all activities of the Road Department
- Schedule construction and maintenance activities on Township roads, highways, recreation park, buildings, sewer, storm sewers, drainage ditches, etc.
- To instruct each Road Department Employee of his/her daily status and responsibilities.
- Participate as a lead worker.
- Keep time records and make reports
- Maintain discipline of all the employees he/she supervises.
- Investigating and correcting complaints regarding areas of supervision.

- Implement policies and changes directed by the Board of Supervisors
- Assume all other duties assigned by the Board of Supervisors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must pass pre-employment drug testing & background check. Random Drug testing is done throughout the year. High School Graduate. CDL Class A. Specific Skills: Supervisory, communication and leadership skills, knowledge of construction, use of construction tools and automotive equipment, knowledge of repair and maintenance work on township equipment. The job requires physical stamina and endurance, including lifting and carrying up to 50 lbs., operating hand tools, and performing stationary flagging. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling.

PREFERRED SKILLS

CDL Class A

ADDITIONAL NOTES

Full-time employment entitles you to the following Benefits upon completion 90-day probation:

\$5,000 Sign on Bonus

Health Insurance for Employees and Dependents (Highmark Performance Blue PPO Platinum)

Short Term Disability

Pension (non-uniform fully vested after 5 years)

Paid Life insurance

7 Paid Holidays

32 sick hours

24 personal hours

1 Week of vacation after 1 calendar year of employment. Additional Vacation time will be given off of years served on the vacation schedule.

The employee will be issued Department Apparel (ex. T-shirts, hooded sweatshirts, etc)

Allowance for Boots once a year