

Codorus Township

ROADMASTER

General Description: This is an administrative/supervisory/labor position with the Township. Employee is responsible for the inspection, installation, operation, maintenance and repair of the Township's infrastructure, facilities, equipment, properties, and the Supervision of Road Crew Employees and Department. Able to work on call when needed.

Reporting Responsibility: The employee reports to the Township Supervisors as needed.

Responsibilities and Skills:

- * Operation and Maintenance of Township Infrastructure, Facilities, Equipment, properties,
- * Supervise Road Crew Employees and Department
- * Purchases equipment, tools, and materials
- * Resolves complaints regarding infrastructure
- * Inspects all infrastructure improvements
- * Responds to emergency situations regarding Township facilities, infrastructures, and properties
- * Monitor performance of contractors for Township projects
- * Estimates projects costs as necessary
- * Works with township residents
- * Operates department within budget
- * Evaluates Road Crew Employees
- * Schedules for work to be completed
- * Directs and participates in snow/ice removal and flood operations
- * Must be able to see, hear, walk, stand, squat, shovel, rake, climb stairs and ladders, climb in and out of ditches and equipment, manholes, inlets, etc.
- * Move 100 pounds from one location to another
- * Must work outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, sewage fumes, water, cold, heat, snow, and rain.
- * Must be able to drive and operate all Township trucks, equipment, and tools.
- * Make phone calls to PA One call and check all PA One calls daily on the computer
- * Talk to property owners before road work projects are done near their property
- * Keep records of road work that is completed
- * Keep equipment in repair and keep reports on repairs & maintenance
- * Keep time sheets for the truck driver/heavy equipment operators
- * Discuss a 2-year, 5- year, and 10-year road maintenance plan
- * Must be able to read and write.
- * Must be able to reason, solve problems and provide oral and written communication with Township personnel, residents, contractors, vendors, etc.
- * Must be able to use basic office equipment, have a basic skill level with computers, be able to read and understand architectural and engineering plans
- * Must be able to work as a team player with the rest of the Public Works department
- * Perform twice a year performance evaluations of roadcrew
- * Perform any other task assigned by the Board of Supervisors

Required Education and Experience:

- * High school diploma or equivalent
- * Minimum of 2 years of experience in Construction or Public Works management or supervision
- * Valid CDL Class A with Air Brakes preferred

Compensation is based on experience:

\$28.50-\$30.50

Full benefit

Paid vacation/holidays