

Roadmaster Position

Conoy Township Public Works – Roadmaster Position Opening

Conoy Township is accepting applications for a highly qualified, responsible, positive and motivated individual to oversee our public works department.

Job summary:

The Roadmaster is responsible for planning, scheduling, and supervising the Public Works Department. This individual is responsible for maintenance of Township roads, traffic signs/markings, stormwater grates/inlets/pipes, bridges, park grounds and recreational trails, identifying public utilities and maintaining department fleet and equipment. Projects are to be planned and implemented in accordance with road maintenance plans. All work is performed under the general direction of the Board of Supervisors and Township Administration.

Essential Duties:

- Schedules, assigns, and supervises the daily work of the Public Works Department for the maintenance of Township roads, parks and public facilities.
- Maintains daily attendance records of employees. Directs overtime and on-call schedules.
- Instructs employees in the use of equipment and safety procedures. Responsible for on-the-job training of new employees.
- Ensures all vehicles/equipment are kept clean, properly maintained, and receive scheduled safety inspections and preventative maintenance repairs.
- Oversees and participates in all highway projects including the maintenance and construction of roads such as patching, sweeping, digging, lifting, grading, and flagging for traffic control, snow removal and application of anti-skid material, right-of-way mowing and tree removal.
- Oversees and participates in Parks and Trail projects including mowing and trimming, tree removal, snow removal, debris/mud removal, collecting trash, repair and maintenance as needed.
- Performs relevant inspections such as driveways, paving contracts, utility trench restoration and other projects affecting or related to township roadways.
- Maintains professional knowledge by attending educational workshops for training in public works maintenance and construction techniques.
- Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Conoy Township staff by communicating necessary information, responding to requests, building rapport and participating in problem solving methods.
- Work with PennDOT representatives on projects involving state funds. Prepare PennDOT reports on Liquid Fuels activity and expenditures.
- Attends all Board of Supervisors regular and workshop meetings and provides a monthly report of all public works activities.

Requirements

Essential knowledge, skills, abilities, and experience:

- High School Education or equivalent.

- Supervisory experience of employees.
- Experience in the operation of commercial motor vehicles and Heavy Equipment operation.
- Knowledge of construction materials, principles and methods. Ability to interpret construction drawings. Ability to interpret and work from technical sketches and blueprints.
- Ability to administer, plan and/or coordinate road maintenance, repair programs and services.
- Able to use basic office equipment, have a basic skill level with computers.
- Vehicle and Equipment Maintenance – diesel, gas, hydraulic and small engine.
- Winter road maintenance, such as plowing, salting and brining.
- Ability to observe possible safety hazards and react accordingly.
- Knowledge of township geography.
- Knowledge of traffic laws of the Commonwealth of Pennsylvania.
- Ability to perform manual labor for extended periods of time under adverse working conditions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which includes operation of assigned vehicles and equipment, frequent lifting/carrying heavy objects, stooping, kneeling, crouching, and crawling, standing for extended periods, and using tools and equipment.
- Personal qualities such as initiative, judgment, dependability and a keen eye for safety.
- Physical capability to lift up to 50 lbs. unassisted.
- Sewer plant operation knowledge (not required) but a plus.

Licenses, Certification or Registration:

- Valid PA driver’s license is required.
- Valid PA CDL Class B (minimum) license is required.
- Ability to successfully pass pre-employment and random drug and/or alcohol testing.
- Ability to successfully pass a background check.

Job Type: Full-time/Salaried

Pay: Competitive pay based on experience

Expected Hours: 40 per week

Benefits:

- Dental Insurance
- Disability Insurance
- Life Insurance
- Medical Insurance
- Vision Insurance
- Pension Plan
- Personal Leave
- Sick Leave
- Vacation Time Off

Schedule:

- 8-hour shift
- Holidays

- Monday to Friday, 7:00 a.m. to 3:30 p.m.
- On call/Call-in
- Overtime
- Weekends as needed

Education:

- High school or equivalent (required)

TOWNSHIP OF CONOY

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Conoy Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability or any other legally protected status.

Position(s) Applying For:

Full-time or Part-time

Name

(Last)

(First)

(Middle)

Current Address

(Street)

(City)

(State)

(Zip)

Home Phone

() -

Work Phone

() -

Cell Phone

() -

Email

Are you permitted to be lawfully employed in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with the Township before? Yes No

Have you ever worked for the Township before? Yes No If yes, please state dates of employment and department _____

Are you 18 years of age or over? Yes No

Driver's License # _____ State _____ Class/Type _____

Is your driver's license valid? Yes No

If you are under 18, do you have a valid working permit issued by your school district? Yes No
Please note, a valid working permit is required.

Are you a veteran of any branch of the United States Armed Forces? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
If yes, please explain:

(Conviction will not necessarily disqualify applicant from employment.)

When will you be available to start work? _____

How did you hear about the job? Walk-In Newspaper Ad Other _____
Explain

EDUCATION

High School

Name & Address of School

Number of Years Completed

Concentration

College/University

Name & Address of School

Number of Years Completed

Concentration

Other (Including Post Graduate Education)

Name & Address of School

Number of Years Completed

Concentration

SKILLS AND TRAINING

Please list all applicable skills and training received.

EMPLOYMENT

List your last (or present) job first, and all others in descending order. Be sure to list all employment, including military service. If additional space is required, please attach an 8½ x 11 sheet of paper.

1.

Company Name		Position
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Company Address

() -

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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2.

Company Name		Position
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Company Address

() -

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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3.

Company Name		Position
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Company Address

() -

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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REFERENCES

Please list professional references. Two (1) must be designated as previous supervisors.

1.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	
2.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	
3.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	

CONSENT

With the submission of this application, I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I authorize investigation of all statements contained in this application and authorize the Township to perform a background check and or driver's license check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed at will, which means either the Township or the employee may terminate the employment relationship at any time, with or without notice and for any and no reason. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Township reserves the right to change any practice, policy, or procedure with or without notice, at its sole discretion.

I understand that a copy of my driver's license, social security card, and or working permit, are required to be returned with this paperwork.

Applicant's Signature

Date