

Roadmaster Job Description

SUMMARY

Responsible to the Board of Supervisors for the development of all phases of construction and execution and maintenance in the Township. The Roadmaster shall be responsible for scheduling the Road Department on projects and work activities necessary to carry out Road Department Activities. Activities also include keeping records on hours worked and attendance of personnel. It shall also be the responsibility of the Roadmaster to oversee the maintenance of all equipment, report on the operation of need for additional equipment. This also includes reporting to the Board on the status of each project. It is also his responsibility to investigate and correct complaints directed to him by the Board. The Roadmaster is accountable in dealing with personnel matters in his Department and reporting these problems to the Board.

TYPICAL DUTIES

- To report all activities relating to Personnel to the Board.
- To maintain and report on the status of all Township Equipment.
- To oversee all the activities of the Road Department
- To schedule construction and maintenance activities on Township Roads, highways, parks, buildings, sewers, storm drainage ditches, waterway, etc.
- To instruct each Road Department Employee of his daily status and responsibilities.
- To maintain discipline of all the employees he supervises.
- To initiate corrective action in matter of personnel when he feels it necessary.
- To represent the Township regarding complaints.
- To implement policies and changes directed by the Board of Supervisors.
- To assume all other duties assigned by the Board of Supervisors.
- To attend all scheduled Board of Supervisor meetings and workshops.