



## SILVER SPRING TOWNSHIP JOB DESCRIPTION

**TITLE:** Roads Maintenance Supervisor

**DEPARTMENT:** Public Works

**CLASSIFICATION:** Full-Time, Hourly (Non-Exempt)

**JOB CLASS:** Supervisor II

**REPORTS TO:** Public Works Assistant Director

**AMENDED:** July 2018

**POSITION SUMMARY:** Supervisory position in support of the Public Works Department. Ensures that the day-to-day operations of the roads maintenance division are carried out in accordance with established mandates. This is a 24-hour on call position and may require work outside normal business hours.

### **ESSENTIAL FUNCTIONS:**

- Supervises Road Maintenance staff, performs duties and coordinates the completion of projects consistent with the construction, repair, and maintenance of Township equipment, infrastructure, roads and facilities.
- Provides general supervision of personnel and makes recommendations for employee promotion, disciplinary action and/or dismissal.
- Assists in training for departmental procedures, labor methods and the proper usage of new and existing equipment.
- Inspects work in progress to ensure compliance with work orders, plans and specifications; enforces rules and regulations, reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations with recommendations as appropriate.
- Assists with the reviewing, prioritizing and preparation of daily and weekly work schedules to include repairs, preventative maintenance and paving of Township roads.
- Maintains accurate records of department supplies necessary in the completion of ongoing, routine and special projects; and makes recommendations for the purchase of new equipment, materials and supplies.
- Operates trucks over 33,000 lbs. GVW and motorized highway and other equipment including graders, backhoes, front-end loaders, rollers, tractors, trailers and tiger mowers; and maintains and repairs the above listed equipment.
- Performs all other duties assigned.



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### **POSITION REQUIREMENTS:**

#### **Experience, Education, Licenses/Certification**

- Four (4) years of experience in road maintenance, paving and repair including and at least three (3) years in a lead or supervisory capacity; or, any equivalent combination of training and/or experience that provides the required knowledge and abilities
- Must have a high school diploma, GED or educational equivalent
- Valid CDL Class B license

#### **General Knowledge/Abilities**

- Ability to apply supervisory principles to solve practical everyday solutions.
- Knowledge of MS4 and Stormwater program within the Township
- Ability to develop team atmosphere as leader of a work unit.
- Ability to train and cross train all staff on all Township equipment
- Ability to cultivate customer orientation and safety with team.
- Ability to promote accountability for completion of goals and objectives.
- Ability to develop employees and promote transfer of job knowledge.
- Ability to enforce department rules and regulations in a fair and even-handed way.
- Ability to manage multiple projects and ever-changing demands.
- Ability to work evenings and weekends not included in normal work hours
- Ability to function independently, have personal integrity, flexibility and the ability to effectively work with the general public and fellow employees.
- Ability to understand and articulate the policies and procedures of Township.
- Ability to fluently speak and read the English language along with the understanding and following of both written and verbal direction.
- Ability to pull, push, move, and/or transport of seventy-five (75) pounds.
- Ability to travel to various locations throughout the Township to fulfill daily tasks.

#### **Other**

- Employee must be able to pass random drug tests authorized by federal and state legislation.

#### **SUPERVISORY RESPONSIBILITIES:** Roads Maintenance Workers



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**DISCLAIMER:**

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentially in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, \_\_\_\_\_ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
Date