



UPPER MACUNGIE  
TOWNSHIP

Job Description

**Assistant Road Crew Team Leader**

<b>Status:</b> Non-Exempt	<b>Department:</b> Public Works
<b>Supervision Received:</b> Under the direction of the Public Works Director, Road Crew Team Leaders	<b>Positions Directly Supervised:</b> Road Crew

**Basic Function/Summary:** The Assistant Road Crew Team Leader assists in the supervision of the maintenance, repair, and construction of roads in the township; does other related duties as assigned. May also perform work of a similar nature as Road Crew members, as necessary.

**Essential Duties and Responsibilities:**

1. Assists in the supervision of the construction, maintenance, and repair of roads, curbs, and sidewalks in the township.
2. Provides assistance to the Road Crew in performing daily projects; coordinates outside contractor work and carries out the maintenance and repairs within the township.
3. Assists in the supervision (and performs) of excavation, drainage, and grading projects.
4. Assists in the supervision (and performs) of patching and repairing roads, while performing assistance with the general repairs and providing traffic control.
5. Assists with the planning and lays out work to be done, for the Road Crew, monitors and inspects on-going projects and makes sure projects are satisfactorily completed in a timely manner. Reports any outstanding problems to Management.
6. Trains new employees in work standards and required skills to complete jobs.
7. Assist in the supervision of tree trimming, snow/ice and leaf removal, and cleanup of drainage system.
8. Operates special purpose motorized equipment, such as trucks, mowers, sweeps, graders, backhoes, rollers, and loaders.
9. Assigns crew to assist in parks maintenance when needed.
10. Assists Road Crew with snow plowing, leaf removal, tree trimming, and cleanup of drainage system.
11. Responds to municipal road emergencies, within the township
12. Participates in meetings on road maintenance and safety.
13. Performs other duties as assigned.

**Education/Experience:**

- High School graduate or equivalent.
- One (1) year of experience in supervision of staff preferred and minimum of two (2) years' experience in road maintenance.

**Special Requirements:**

- Possession of a valid Pennsylvania Class-B Driver's License.

**Knowledge:**

- Knowledge of materials, methods, techniques, and equipment used in roadwork projects.
- Knowledge of operation and maintenance of dump trucks, plows, graders, backhoes, and sweepers and other equipment used in roadwork.
- Knowledge of safety practices and hazardous material handling.

**Competencies:**

- Accountability/Dependability
- Adaptability/Flexibility
- Attention to Detail
- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Listening
- Leadership/Team Leadership
- Problem Solving
- Safety Focus
- Self-Management
- Speaking
- Teamwork/Cooperation
- Thoroughness
- Time Management
- Operating Equipment- Uses tools, machines, and/or vehicles to complete the assigned work.
- Ability to work in all types of weather, for prolonged periods of time.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is expected to be outdoors, exposure to extreme temperatures and weather conditions, with occasional indoor work.

While performing duties of this job the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel objects, and

reach with hands and arms.

Tasks in this position involve the ability to frequently stand and walk; walk for long distances and on sloped ground and slippery and/or uneven surfaces. This position exerts normal manual dexterity and eye-hand coordination; with the ability to lift material weighing up to 50 pounds manually and over 150 pounds with assistance; may be asked to lift more than 10 pounds on a regular basis. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus.

This position will require mobility (bend, stoop, kneel, twist, crawl, and crouch) up to 8 hours a day. Work may be performed in an environment with constant noise, exposure to fumes, dust, grease, and oils.

**Position Type and Expected Hours of Work:**

This is a full-time, Non-exempt, position. Typical days and hours of work are Monday through Friday. May work more than 40 hours a week, when required or called in for emergency road repair or during adverse weather conditions, as it is necessary to keep township roadways serviceable.

**Other Duties:**

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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