

To: Patty-Pocono Record
From: Cathy A. Martinelli
Date: September 5, 2022
Re: Classified Ads

Assistant Roadmaster

Chestnuthill Township is accepting applications for the full-time position of Assistant Roadmaster. This is a multi-function position; a CDL class A driver license and, the ability to operate heavy equipment is required. This is a skilled position that requires experience and expertise in both supervisory and manual work. For details and information on the responsibilities of the Assistant Roadmaster please refer to the Assistant Roadmaster's Job Description. Applicants must have a clean driving record, background check, credit check, and must pass drug & alcohol testing. The salary for the Assistant Roadmaster position is commensurate upon experience and qualifications and includes an excellent benefits program. Applications can be obtained online through the Townships Website (www.chestnuthilltwp-pa.gov) or by contacting Cathy Martinelli (570-992-7247) at the Chestnuthill Township Municipal Building 271 Rt. 715, PO Box 243, Brodheadsville, PA 18322. Applications & resume must be returned no later than Monday, October 24, 2022, at noon.

Post
Sun Oct 9
Wed Oct 12

Township Assistant Roadmaster

General Definition

This is a skilled management (non-union) position that requires experience and expertise in both supervisory and manual work. The Assistant Roadmaster is responsible for assisting the Roadmaster in planning, scheduling, assigning and supervising all Township road projects.

The Assistant Roadmaster must assist in the supervision, organization, and delegation of appropriate tasks to the Township road workers. This includes evaluating and utilizing the skills and abilities of each employee in the most efficient and practical manner. Effective scheduling and planning of the various assignments for each worker are essential to the successful management of one hundred and fifty miles of roadways.

This employee is required to perform skilled mechanical and maintenance work on equipment, and is required to have a Class A Driver's License and competently operate dump trucks, snow plows, loaders, and all other types of machinery that are associated with road construction and maintenance.

The Assistant Roadmaster is required to assist the Roadmaster in budgeting and managing all the monies that are designated for construction and maintenance of roads. This would include but not be limited to equipment purchases, maintenance, material purchasing, and the preparation of any bidding documentation that may be necessary to the implementation of scheduled projects.

Essential Duties:

- Assist Roadmaster with inspections of road, Township properties, signage and road asset management.
- Determines nature and scope of required maintenance
- Assist Roadmaster in monthly budget & yearly budget preparation
- Assist Roadmaster in supervising work assignments, time reports and PA One Call response
- Assist Roadmaster with materials & supplies, tracking cost of equipment, snowstorm costs, manpower and sub-contractors
- Assist the Roadmaster with inspections & maintenance of all township traffic control devices
- Assist the Roadmaster with computer file and data management and digital record keeping
- Enforce Township Road Ordinances as an appointed Code Enforcement Officer
- Preparation of bidding documents for all required improvements and equipment
- Assistant Roadmaster will take over the duties of Roadmaster in their absence, along with keeping the line of communication open with Township Manager
- Works closely with Township Mechanic to keep jobs running smooth & cost efficient

- Assist with road department mapping (i.e., plow routes)
- Perform other duties as assigned by Roadmaster & Township Manager

Work Hours:

An employee in this position works eight (8) hours a day and (10) hours a day in April through October, forty (40) hours per week. Overtime is on an as needed or emergency basis.

Required abilities and knowledge

- Thorough knowledge of all specifications which relate to both new and existing streets.
- Understanding of paving requirements and techniques.
- Knowledge of traffic control procedures and safety precautions for all street construction and maintenance operations.
- Skilled in the operation of trucks and heavy equipment.
- Physically capable of participating in all paving, construction, and maintenance operations.
- Properly licensed to operate all trucks and equipment.
- Skilled in the use of all necessary hand and power tools.
- Basic understanding of Penn Dot rules, regulations, and requirements, and ability to work with Penn Dot Representatives.

Employment Desired:

Position:

Date You Can Start:

Salary/Hourly Desired:

Are You
Employed Now?

Yes

No

If So, May We Inquire of Your
Present Employer?

Yes

No

Are You Legally
Authorized to Work
in the U.S.?

Yes

No

Have You Ever
Applied To This
Company Before?

Yes

No

When:

Have You Ever
Worked For This
Company Before?

Yes

No

When:

Reason For Leaving:

How Did You Find
Out About This
Position:

Employment Agency

State Employment Office

Walk In

Other

Newspaper

College Placement

Website

General Information:

Subjects of Special Study/ Research Work:

Special Training, Certifications, or Licenses:

Special Skills, Foreign Languages, etc:

Military Service Record:

Have You Ever Served in
the US Armed Forces:

Branch of Service:

Yes

No

Discharge Date:

Rank:

Have you ever been dishonorably discharged from military service?

Yes

No

If Yes, Why?

Former Employers:

Name of Last or Present Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Description of Work:

Reason For Leaving:

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Name of Previous Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Reason For Leaving: Description of Work:

.....
Name of Previous Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Description of Work:

Reason For Leaving:

References (List Professional References Whom We May Contact):

Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

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Name:

Business:

Phone Number:

