Franklin Township

# **Road Superintendent**

# Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

The duties performed by the Township Road Technician III include, but are not limited to the following:

1. Responsible for maintaining records of the Road Department, including logging of completed tasks, applying for grants and preparing paperwork as needed for cooperative agreements and group purchasing.

1. Responsible for supervision of those in the employ of the Franklin Township Road Department and ensuring that township policies and procedures are followed by all.
2. Responsible for maintaining drainage of right-a-way.
3. Performs road maintenance such as repairing potholes, crack sealing, and paving.
4. Responsible for mowing, tree trimming, and weed trimming along township roads.
5. Performs preventative and routine maintenance on all township vehicles and equipment, including oil changes.
6. Performs physical labor including hauling, cutting, cleaning, shoveling and painting.
7. Performs snow removal and distribution of salt on township roadways.
8. Responsible for proper sign placement and installation throughout the Township.
9. Responsible for following all safety regulation set forth by OSHA, PERRP and Franklin Township.
10. Responsible for all township building and grounds maintenance.

11. Attends various training sessions, workshops and meetings as requested by the Administrator/Board of Trustees.

12. Assists the other departments as requested by the Administrator in whatever capacity necessary.

Qualifications:

A high school diploma or GED is required.

Class A commercial driver’s license is preferred.

A pesticide license is preferred.

Thorough knowledge of hand-tools, tractors, plows, and related equipment is required.

Knowledge and understanding of paving and pavement repairs is required.

Knowledge and understanding of ditches and the ability to dig ditches is required.

Knowledge of township geography is preferred.

Proficiency in PubWorks, Microsoft Office and web-based applications is required.

Knowledge of road figures and an understanding of how to calculate materials such as asphalt, salt, etc. is required.

Good public relation skills and a thorough understanding of Township policies and practices is required.

A minimum of three years of supervisory experience in a government setting is preferred but not required.