



# South Londonderry Township

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[www.southlondonderry.org](http://www.southlondonderry.org)

Chairman Faith Bucks · Vice Chairman Jack Custer · Supervisor William Bova  
Manager John Eberly · Public Works Director Scott Galbraith

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South Londonderry Township

Road Master / Municipal Authority Supervisor – Job Posting

South Londonderry Township and the Municipal Authority are in search of a Road Master / Municipal Authority Supervisor responsible for budgeting, planning and coordination of all operations and activities related to waste-water system infrastructure/treatment, highway, maintenance, and construction. This individual oversees staff, identifies problems, determines optimum solutions, plans work, and ensures a safe work environment. He/she is also responsible for consistency enforcing policies, procedures, regulations, and standards, developing effective working relationships with elected officials, township/county/state heads, staff, and the public.

Please visit the [www.southlondonderry.org](http://www.southlondonderry.org) website for the detailed job description and minimum requirements for interested applicants. Cover letters and resumes are being accepted through January 8, 2021 either via mail to the South Londonderry Township Municipal Building or via email at [Manager@Southlondonderry.org](mailto:Manager@Southlondonderry.org).

## ROAD MASTER/MUNICIPAL AUTHORITY SUPERVISOR

### Job Description -

This is a full-time supervisory position serving the South Londonderry Township Public Works Department having direct oversight of all Public Works employees and will report to the Township Manager and Municipal Authority Board. The Road Master/Municipal Authority Supervisor is responsible for the scheduling and prioritization of day-to-day maintenance and operations of the Township infrastructure for the benefit of the general public. Collaboration with the Township Manager, South Londonderry Township Board, and Municipal Authority Board, and Chief of Police when necessary to ensure the infrastructure of the Township is adequately maintained. The Road Master maintains thorough records of maintenance of all Township equipment and prepares annual budgets related to the Public Works Department. This individual will be responsible for coding all expenses related to the Public Works Department.

### Primary Responsibilities –

#### Highway Maintenance:

- Maintains streets and alleys in good and sound conditions
- Install and maintain road signs
- Provide snow removal of Township streets, parking lots and sidewalks where necessary.
- Maintain equipment in state of good repair and readiness.

#### Storm Water Management (MS4):

- Maintain storm water inlets.
- Work with the Board for initiating approved projects.
- Comply with necessary rules/regulations.

#### Parks & Recreation:

- Maintain grass and vegetation at Township Parks and other Township Property.
- Maintain all existing playground equipment, ballfields, outbuildings, and common areas in a clean and safe condition.
- Plant, trim, and maintain Township owned shade trees.

#### Public Sewer/Utilities:

- Oversee staff to comply with PA DEP NPDES permits of all wastewater facilities, equipment, and systems.
- Complete all required reporting of regulatory agencies.
- Individual to be proficient in the operation of extended aeration and sequence batch (SBR) facilities.
- Laboratory experience in accordance with the Standard Methods publication.
- Investigate public and internal general sewer system complaints.
- Respond and mark sewer/utilities systems per PA1 Calls regulations.

- Provide for the removal of system blockages.
- Maintain equipment in good state of repair and readiness.

Building Maintenance:

- Maintain Township buildings, facilities, and grounds in a state of good repair.
- Organize tools and supplies in an orderly fashion.
- Maintain an inventory of fixed assets.
- Coordinate set-up for use of Municipal Building.
- Perform general inspections and safety checks.

Equipment operation in a safe fashion to include but not limited to:

- Pick-up, dump truck, backhoe, snowplow, blowers, salt spreaders, etc.
- Generators, loaders, street sweepers, etc.
- Sewer flusher, chipper, mowers, chainsaws, weed trimmers, etc.
- Other motorized equipment, including power tools, tampers, grinders, welders, torches, concrete saws, etc.

Effective communication, organization, and supervisory skills:

- Ability to communicate effectively both oral and written skills.
- Able to effectively address residents with difficult situations in a logical manner, while maintaining good relationships and excellent customer service skills.
- Must possess strong organizational skills, sensitive to safety issues always and able to develop a Public Works/Sewer team cross trained in all aspects of the jobs.
- Assist with Zoning, Permitting and Code compliance when necessary.
- Ability to develop strong relationships with contractors, local townships, vendors, etc.
- Must possess a positive attitude and be sensitive to confidential matters.

Performs all other duties as may be required and/or assigned by the Board of Supervisors and is on call 24/7, depending on the situation.

This is an at-will position.

**QUALIFICATIONS -**

- High School graduate with working experience in street and sewer construction and maintenance, public facility maintenance, vehicle maintenance and management, water, sanitary sewer and storm water utilities and related public works activities.
- This position requires a class B CDL license and PA DEP Class A-1 Wastewater Operator's License.
- Computer knowledge with roads, MS4, sewer and sign programs.
- Certification in flagging and directing traffic.
- Valid Pennsylvania Driver's License, CDL License, and PA DEP Class A-1 Wastewater Operator's License.
- Skilled with utilizing Microsoft Office (Word, Excel, etc.) software packages.
- Must be available for continuing education.