

**LOWER WINDSOR TOWNSHIP**  
**HIGHWAY EMPLOYEE**  
Job Description

Supervisor: Road Master and Township Manager

Definition

This employee performs general maintenance work on Township roads, buildings, and Township-owned property. Work requires the use of a variety of hand and power tools and the operation of equipment such as dump trucks, snowplows, mowers, high lifts, backhoes, and graders. The highway employee receives specific work assignments on a daily basis from the Road Master, and is expected to complete them with only limited assistance and guidance. Individuals hired for this position will be required, through the Lower Windsor Township Police Department, to pass a driver's history and criminal background check.

Duties

1. Patches road surfaces by cleaning potholes, applying patching materials, leveling, and packing. Cleans and seals cracks.
2. Installs road signs.
3. Cleans dirt and debris from catch basins and drainage ditches.
4. Operates equipment to load, transport, and apply construction materials to road surfaces.
5. Uses hand and power equipment to excavate drainage ditches and prepare roadways for other types of construction.
6. Drives snowplow and applies snow control materials.
7. Cuts grass, brushes, trees, and branches, using hand and power tools.
8. Washes and performs routine maintenance on township equipment.
9. Performs any and all other duties as assigned by the Road Master or Township Manager.
10. Attend courses or training sessions and acquire certifications as required by the Road Master or Township Manager

Required Knowledge, Skills and Abilities

- Skill in operating a variety of road construction equipment.
- Ability to learn and carry out routine mechanical operations.
- Ability to understand and follow oral and written instructions.
- Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions. Ability to lift or move at least 50 lbs.

## Education and Experience

1. Graduation from high school or equivalent
2. Possession of a current valid Pennsylvania CDL operator's license required
3. Computer knowledge
4. One or more years experience in road maintenance and construction and equipment maintenance
5. Experience in municipal government preferred but not required