



ASSISTANT HIGHWAY SUPERINTENDENT (FT)

Upper Merion Township, located in King of Prussia, PA is looking for a full-time highly motivated **Assistant Highway Superintendent** who will report directly to the **Highway Superintendent**. The work of the **Assistant Highway Superintendent** involves assisting in the direction of the Township's Highway Maintenance operations, including the immediate supervision and scheduling of all subordinate employees in the Transportation Division. This is administrative, supervisory work and manual labor of average difficulty, may require moderate physical exertion, and working, at times, outdoors in all weather conditions.

The duties of the **Assistant Highway Superintendent** include (but not limited to):

- Act in a manner which shows personal initiative in all actions in the best interest of the citizens of Upper Merion Township.
- Assists in supervising and reviewing the work of highway crews.
- Trains new employees and maintenance personnel and continuously enforces proper work procedures and safety practices; demonstrates and instructs others in safe and effective methods and techniques for performing work, and use and operation of tools, equipment and vehicles.
- Maintains personnel and payroll records.
- Receives and investigates complaints involving public works projects and determines any necessary corrective action.
- Assists in supervising the installation of street and regulatory signs on Township highways.
- Assists in supervising and performing ice and snow removal and assists in leaf collection.
- Assists in performing manual tasks in large projects.
- Assists in planning daily and weekly schedules.
- In the absence of the Highway Superintendent, performs all duties of the Highway Superintendent.
- Maintains records; inspects Highway Occupancy Permits and prepares reports and other documents.
- Assists in preparation of recommended expenditures for operating and capital budget requests.
- Inspects stormwater requests and issues.

The **Assistant Highway Superintendent** will interact with other Township staff and must have excellent customer service skills, the ability to work under stressful situations, and have demonstrated problem solving abilities.

Minimum Qualifications:

- High School Diploma or GED equivalent.
- Considerable experience in the repair and maintenance of municipal streets.
- Experience in supervising work crews is desirable.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Valid PA Commercial Driver's License
- Strong computer skills in performance of administrative duties.
- Skill in the use of hand and power tools and other equipment used in highway maintenance and repairs.
- Some knowledge of blueprints and drawings of plans used in construction.
- Thorough knowledge of methods/equipment used in the maintenance and repair of streets and the control of snow and ice.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until position is filled.**

Equal Opportunity Employer