

## PUBLIC WORKS DIRECTOR

**GENERAL:** This position is a full time administrative and supervisory position. The Public Works Director coordinates all daily public works activities and this person reports to and accepts direction from the Township Manager. Work includes responsibility for the repair and maintenance of streets and highways, sanitary sewers, township buildings, parks, and storage facilities. The employee may participate in work activities.

**DUTIES:** This position coordinates and supervises all public works employees and maintenance and construction functions; prepares schedules and inventory lists; assigns work tasks; formulates and implements plans for snow removal, leaf collection, street sweeping, roadway inventories, and sewer maintenance; confers with the Township Manager on operations, budgetary procedures, personnel, equipment, and work program needs; and secures purchase orders for necessary material and supplies. This individual also coordinates with the Township Engineer and private contractors all projects related to site improvements and construction within the public right-of-way; supervises the work of the sewer and highway crews in street and highway maintenance and construction, street cleaning, snow removal, sanitary sewer system maintenance and construction, and the maintenance of parks and municipal buildings.

The Public Works Director inspects work in progress to assure conformance with instructions; makes and adjusts work assignments; maintains time and materials records; prepares simple work reports; performs or assists in performing more difficult or skilled tasks; may operate heavy equipment or other equipment used in normal work when needed; prepares operating budgets and assists in the preparation of the capital budget; develops street and sanitary sewer repair projects schedules; responds to and answers public inquiries and gives information to the public relative to public works projects; assists in bid document preparation and analysis; trains employees in work methods, safety, and proper operation of equipment; and performs other related duties as required. Additional responsibilities include preparing grant applications and attendance at some evening meetings is required.

### **EDUCATION/EXPERIENCED REQUIRED:**

This position requires education equivalent to a high school diploma or G.E.D., and graduation from a four-year college with course work in public administration or civil engineering is preferred but not required. Applicant should also possess considerable administrative and operational public works experience. The individual

must possess a valid motor vehicle operator's license and a Pennsylvania CDL License with Air Brakes is required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The Public Works Director must have considerable knowledge of materials, methods and techniques commonly used in construction projects or in public maintenance and construction; considerable knowledge of the use and operation of common construction and maintenance equipment; ability to organize and supervise the work of laborers and equipment operators and have considerable knowledge and experience in completing schedules, plans, and administrative reports; ability to understand, follow and issue oral and written instructions; and the ability to establish and maintain effective relationships with subordinates. Applicant must be able to use basic office equipment, basic skill with computers, be able to read and understand architectural and engineering plans and communicate effectively in verbal and written form, including good spelling and grammatical skills.

#### PHYSICAL ABILITIES:

The Public Works Director must have good motor skills; the ability to use assorted hand and power tools; and can work in inclement weather including snow removal, extreme temperatures, wind, etc.