

Job Description – Public Works Director

Definition

This position includes administrative and supervisory responsibilities as well as manual labor participation in maintenance of township roads and streets, parks, public buildings, municipal facilities and grounds. Work is performed under the policies and standards established by the Board of Supervisors with specific direction and review by the Township Administrator.

Duties

Roads and Bridges

- Direct, oversee and participate in maintenance projects including paving, patching, filling potholes and general repair
- Direct, oversee and participate in right-of-way maintenance – mowing, weedwacking, etc.
- Prepare bid specs for projects and capital purchases
- Maintain and update records, inventories, required forms and paperwork
- Direct, oversee and participate in snow/ice removal operations including snow plowing, salting, shoveling
- Respond to emergencies i.e. fallen trees
- Makes recommendations to the Board of Supervisors

Oversee Public Works personnel

- Recommends hiring and disciplinary actions
- Scheduling – regular, emergency, on-call, overtime
- Evaluations/discipline
- Process payroll information
- Safety training and documentation

Stormwater

- Manage, oversee and participate in care of Ditches, Culverts, Basins
- Responsible for portions of the MS-4 program
 - Inspections
 - Photographing
 - Record keeping and reporting

Signage & Traffic Signals – on call 24 hours

- Inspect signs and replace as necessary
- Maintain sign inventory
- Oversee placement of Generator at traffic signals with power outages
- Contact Signal Service for emergency repairs

Monitor Water/Wastewater Plants

- Ridglea Plants – Oversee and participate in mowing and weed whacking of lagoon area, mowing of drip fields
- Woodridge – Oversee and participate in mowing, weed whacking and monitoring lagoon levels

Parks/Open Space

- Connie Batdorf
 - Oversee and participate in the maintenance of Athletic Field and park grounds
 - Oversee and participate in the maintenance of Playground Equipment
 - Oversee and participate in the maintenance of Pavilion
- Woody's Woods
 - Oversee and participate in the maintenance of Tower Road
 - Oversee and participate in the maintenance of Trails
 - Oversee the maintenance of Signage – i.e. Boundary and Hunting Signs
- High Farm Meadow
 - Oversee and participate in the maintenance of field and any improvements

PA One Calls – on call 24 hours

- Review all PA One Calls received
- Oversee and participate in the marking of Storm Sewers/Culverts
- Oversee and participate in the marking of Sewer/Water laterals

Building/Equipment Maintenance

- Oversee and participate in routine maintenance
- Oversee and participate in making repairs as needed
- Isolate problems and identify appropriate solutions, request approvals when needed

Prepare and Monitor Budgets/Purchasing

- Prepare recommended annual budget
- Monitor budget for Public Works including Roads and Parks
- Purchase necessary materials, parts and supplies for department (purchases over \$400.00 require Board approval)
- Participate in development of long-term equipment replacement program and infrastructure improvement program with Township Administrator

Miscellaneous

- Respond to questions, suggestions and complaints; document actions taken
- Attend educational and training seminars
- Attend meetings as requested
- Performs other work as required

Physical Demands - The employee must be able to see, hear, walk 3 miles, stand, bend, turn, twist, kneel, reach up, reach out, turn wrist, have fine motor manipulation including grasping and pinching, squat, shovel, rake, lift and carry up to 40 pounds, climb stairs and climb ladders. The employee is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, sewage, fumes, water, cold, heat, snow and rain.

Required Education and Experience - The employee should have a high school diploma or equivalent. The employee shall have a minimum of 5 years experience in the maintenance and repair of roads and streets at least two of which involved work at the administrative level (planning, scheduling, designing, budgeting) and at least two of which involved directing the work of other employees OR any equivalent combination of experience and training.

Required Knowledge, Skills and Abilities - The employee should have a knowledge of: (1.) the practices and procedures of road and street construction and maintenance (2.) the occupational hazards and required safety precautions of working on public roads and working around construction equipment (3.) the operational characteristics, capabilities, and maintenance requirements of road construction and maintenance equipment.

The employee should have the ability to: (1.) plan, schedule, participate in and supervise the work of others (2.) calculate and estimate project costs in terms of material, money, time and labor (3.) establish and promote effective working relationships among employees (4.) deal courteously, tactfully and firmly with the public (5.) detect, analyze and devise solutions to problems relating to public works questions (6.) prepare clear reports and keep accurate written and financial records (7.) communicate clearly and concisely, orally and in writing.

The employee must be able to drive all township trucks and operate all public works equipment including but not limited to backhoes, tractors, chainsaws, mowers, weed whackers. The employee must be able to perform manual tasks such as shoveling and weed whacking for 4 to 6 hours each day. The employee must be able to use basic office equipment and have a basic skill level with computers including Microsoft Word and Excel and the internet. The employee must be able to read and understand architectural and engineering plans. The employee is required to have pre-employment and random drug testing.

Required Licenses

Valid Pennsylvania Driver's License (CDL preferred)

PennDOT Flagger Certification (possess or obtain upon hiring)