
JOB TITLE: Director
DEPARTMENT: Public Works
REPORTS TO: Township Manager **FLSA STATUS:** Exempt

JOB SUMMARY:

The primary responsibilities of this position are to lead, oversee, direct, and participate with Township employees in the maintenance of Township roads, parks, facilities, equipment, and grounds, including the operation of the equipment associated with these activities. Duties include department budget preparation and implementation and assisting in planning for the efficient long-term maintenance of Township assets. Includes the responsibility of maintaining a positive relationship with the community and employees.

ESSENTIAL FUNCTIONS: (other duties may be assigned as needed)

1. Oversee and assist in the maintenance and procurement of equipment.
2. Oversee and assist with in-house construction projects.
3. Prepare department budget, implement budget, and prepare regular written and oral reports on the activities and financial matters of the Department.
4. Develop and implement a management plan for Township roads, parks, and equipment to maintain assets in good condition, including basic mechanical knowledge and the ability to make basic repairs.
5. Manage and assist in providing Winter maintenance operations for Township roads and facilities.



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6. Manage and assist in the development and implementation of Work Zone and Employee Safety practices, including the acquisition and utilization of appropriate safety equipment.
7. Manage and maintain the Township’s fuel storage and dispensing facility.
8. Manage and implement a fair, consistent call-out procedure for off-normal working hours and in emergencies, including Winter maintenance operations.
9. Have a basic understanding of the Township’s permitting and zoning regulations, such as driveway paving and swimming pools, and the ability to make informed reports to the appropriate Township department.

Supervision: Public Works Department employees

MINIMUM QUALIFICATIONS:

Education - High School Diploma or General Education Degree (GED).

Experience /Training – Six to ten years of related experience in the maintenance of public roadways, facilities, and grounds.

Equipment Operation: Ability to operate typical equipment associated with the tasks of the job.

Valid driver’s license and ability to maintain a license in Pennsylvania.



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PREFERRED QUALIFICATIONS:

Commercial Driver's License (CDL)

Three or more years of experience supervising employees in the areas of responsibilities as described in the Job Description.

Experience with asphalt sealing and paving, and stormwater drainage systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Problem-solving skills.

Communication skills.

Math skills.

Computer skills.

Documentation and observation skills.

Leadership and supervisory skills.

Ability to effectively use all tools and equipment needed to perform the job.

Ability to multi-task in a fast-paced, challenging environment.

Ability to de-escalate situations.

MENTAL DEMANDS TYPICAL OF THIS JOB:

Ability to manage multiple projects/tasks, ability to utilize creativity, maintain a high level of decision-making, ability to adapt to constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to travel, ability to work under pressure for results, establish own goals, meet frequent deadlines, work in a loosely supervised unpredictable work environment and ability to work closely with others.



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PHYSICAL DEMANDS TYPICAL OF THIS JOB:

Constantly Incurred (more than 75% of time on the job): Ability to stand, ability to walk, knell, ability to sit, ability to reach, repetitive motion involving fingers, wrists, or hands, ability to communicate orally, ability to hear conversation, ability to climb stairs, ladders or ramps, ability to balance, ability to stoop, use of depth perception, use of color vision and ability to operate a vehicle or related equipment. Ability to crawl, ability to lift 65 lbs., carry 100 lbs., ability to push and/or pull 200 lbs.

WORKING CONDITIONS TYPICAL OF THIS JOB:

Working typically majority outside in all weather conditions and all temperature ranges, work in wet, icy, and snowy weather, work in confined spaces, exposed to constant noise, and exposure to grease/oils. Work with machinery with moving parts, ladders/scaffolding, work below ground, work with hands in water, and work alone.



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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be considered to enable individuals with disabilities to perform essential functions.

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read the above job description and fully understand the requirements that are set forth therein. I am confirming that I can perform the essential functions of the job with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Employee Supervisor

Date

Position Description as of May 17, 2024