

SCOTT TOWNSHIP
JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

DEPARTMENT: ADMINISTRATION

DIRECT SUPERVISOR: TOWNSHIP MANAGER

PUBLIC WORKS DIRECTOR

Department: Administration

GENERAL DEFINITION

The Public Works Director serves as a senior management professional and is responsible for administering and supervising the delivery of services for public works operations, infrastructure systems, capital improvement projects, facilities, fleet, stormwater management, and related municipal services. The Public Works Director is responsible for the performance and supervision of all scheduled job assignments pertaining to the public works and parks departments. This individual is also responsible for ensuring that all assignments are completed within the required time schedule and serves as the senior supervisor over all public works foremen and departmental personnel.

The Public Works Director is additionally responsible for the notification and communications pertaining to smoke and dye testing conducted for the Township, as well as the proper and efficient administration of the corrective action/compliance office. This position serves as the primary point of accountability for all public works operations, infrastructure compliance, and departmental personnel management. The Director operates with a high level of day-to-day independence, but coordinates with other department heads, the Assistant Township Managers, and the Township Manager on a regular basis. Work is typically performed during regularly scheduled hours but will require occasional attendance at evening meetings as well as occasional attendance at evening and weekend events.

SUPERVISION EXERCISED

The Public Works Director exercises immediate supervision over park employees, public works employees and summer help employees in public works and parks.

SUPERVISION RECEIVED

The Public Works Director reports directly to the Township Manager and is hired by and serves at the will of the Board of Commissioners.

ESSENTIAL FUNCTIONS/KNOWLEDGE AND SKILL REQUIREMENTS

The employee in this position must be capable of performing the following essential functions of this job:

- 1) Verbally communicate with employees, fellow managers and residents
- 2) Listen to residents, employees, and contractors' complaints
- 3) Hear at a level sufficient to detect problems with equipment and mechanical devices

- 4) Drive to work sites or problem areas, climb in and out of vehicles, physically and visually inspect work in progress or problem
- 5) Maintains payroll and other records pertaining to the public works and parks department
- 6) Develop all aspects of the public works budget
- 7) Instructs assigned work crews on correct techniques pertaining to construction or maintenance on specific jobs including safety practices and procedures

TYPICAL DUTIES AND FUNCTIONS

- Administers and organizes the operation of the Township road department, establishes work procedures and makes work assignments.
- Responsible for being on-call and for snow callouts in the public works and parks department; specifically responsible for calling out the crew.
- Oversees and assigns daily operations including snow removal, road line painting, leaf collection, road resurfacing, construction and repair of storm sewer lines, installation and maintenance of traffic control devices, signals and street signs, and equipment maintenance.
- Maintains and controls inventory of supplies, materials, and parts required in department operations.
- Supervises and inspects public works and park projects under construction.
- Acts as immediate supervisor of all personnel in the public works and parks department. Maintains and oversees attendance and discipline.
- Prepares daily, monthly, annual and special reports regarding departmental activities.
- Handles inquiries and complaints from residents regarding road maintenance, and schedules work as required to correct problems.
- Prepares and administers the annual departmental budget.
- Performs related duties as required. (example: research/investigate callouts via PA One Call or utility companies)
- Responsible for upkeep and maintenance of Township buildings and Township facilities including recreation areas.
- Responsible for the maintenance repair schedules, work scheduling decisions, and the safety of the employees in the public works department.

- There should be no delay in calling out the public works employees in case of bad weather. Meaning, if the Director physically sees the roads getting bad, the Director does not wait for a call from dispatch or the police. The Director is to call out the public works employees immediately to ensure the safety of the residents of Scott Township.
- Oversight of fleet management and work orders.
- Conducts safety meetings with the public works employees at least annually.
- Attend all monthly Board and Public Works meetings along with any special meetings as requested by the Township.

REQUIRED KNOWLEDGE, SKILLS, AND PHYSICAL DEMANDS

- Thorough knowledge of maintenance and construction techniques relating to highway/roadway operations and sewer operations.
- Ability to organize and direct multiple operations simultaneously.
- Ability to establish and maintain effective working relationships with employees, township officials, engineers, contractors and the public.
- Effective oral and written communication skills.
- Ability to motivate, lead, and hold employees accountable.
- Extensive knowledge of correction action and regulatory compliance as it pertains to municipal operations.
- Work is performed in both an indoor and outdoor environment. Physical demands consist of frequent standing, climbing, walking, crawling, bending, stooping, or lifting; lifting and/or moving may include up to 50 pounds.
- Incumbent must have the ability and the mobility to visit job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise, and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. May be required to traverse uneven or rugged terrain, work in trenches, climb ladders, and walk on steep slope surfaces. Will be exposed to heavy machinery and extreme weather conditions.
- Incumbent must be able to see and hear in the normal range with or without correction; communicate both verbally and in written form with clarity and operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- The conditions listed above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals

with disabilities to perform the essential job functions.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED

- ❖ Bachelor's degree in Public Administration, Construction Management, Business Administration, Engineering Technology, Environmental Management, Public Works Management, or a related field preferred AND a minimum of five (5) years of progressively responsible experience in municipal public works, infrastructure management, construction management, utilities, or related operations.

OR

- ❖ High school diploma or GED equivalent AND a minimum of ten (10) years of progressively responsible experience in municipal public works, infrastructure management, construction management, utilities, facilities management, or related field.
- ❖ Demonstrated experience at a supervisory level for a minimum of five (5) years.
- ❖ Valid Pennsylvania driver's license required; must maintain insurability under the Township's vehicle insurance policy.
- ❖ APWA Public Works Management certification, Pennsylvania Municipal Management certifications, OSHA training, FEMA training, or related professional certifications preferred.
- ❖ Experience in municipal operations, capital project management, budgeting, infrastructure systems and regulatory compliance preferred.

COMPENSATION

Pay Grade/Classification:	To be determined by the Board of Commissioners
Compensation Range:	based on qualifications
FLSA Status:	Salaried / Exempt
Benefits Eligible:	Yes — consistent with Scott Township's current employee benefits package, including health insurance, dental, vision, life insurance and voluntary life insurance, paid time off, holidays, and retirement plan participation as applicable

APPROVED BY TOWNSHIP MANAGER: _____

APPROVED BY BOARD OF COMMISSIONERS: _____