



East Pennsboro Township

Public Works Director Job Description

Job Title: Public Works Director

Classification: Full-Time Exempt/Management

Department: Public Works/Parks

Reports to: Township Manager

A Public Works Director is responsible for all personnel within the public works and parks divisions including, but not limited to day-to-day maintenance of the Townships infrastructure services as well as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

A Public Works Director is responsible for various administrative and managerial duties. They will directly monitor and oversee the physical facilities of the community. A Public Works Director works under the supervision of the Township Manager. One of the essential duties of a Public Works director is the ability to create and plan long-term programs that will develop the growth of a community. In addition, the Public Works Director is also responsible for analyzing and assessing proposals of the public work staff. After evaluating the target proposals, a Public Works Director should then present the top plans to designated department heads for consideration, then supervise, and direct his staff by scheduling out projected work and then ensuring completion of the chosen projects.

A Public Works Director is also responsible for evaluating the projects in accordance to the budget. It is the responsibility of a Public Works Director to evaluate his/her staff based on the department's requirement and criteria. Throughout the project, a public works director should always monitor the working progress of their staff and other employees. The Public Works Director should also collaborate with the Township Manager to develop the protocol and expectations for outside vendors or subcontractors. To aid with the work done by outside vendors and subcontractors, a Public Works Director should be able to create bid specifications and recommend specific vendors for the particular projects to present to the Township Manager. It is the responsibility of the Public Works Director to ensure those contractors, vendors, and other public staff member complete all work successfully.

Essential Duties and Responsibilities:

- Manage Public Works and Parks Division Staff – Union, Admin, and Part-Time as outlined in the administrative handbook
- Oversee the maintenance of all Township properties, facilities, and infrastructure
- Collaborate and maintain a yearly budget for Collections and Parks Divisions
- Responsible for maintenance and functional operation of Township parks
- Coordinates and manages special events and holiday preparations
- Work closely with Recreation Department to facilitate the needs of community and parks visitors in a professional and timely manner
- Monitor safety practices and daily duties to ensure a safe working environment
- Work closely with Road Master, W.W.T.P Superintendent, Township Engineer, Township Emergency Manager Coordinator to staff each division appropriately per Township needs, including assisting in Snow Emergency procedures
- Attend and participate in monthly staff meetings



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- Attend monthly commissioners meetings as requested by the Township Manager or Commissioners
- Must be on call for emergencies at all times except with prior approval from Township Manager
- Respond to and resolves citizen and staff inquiries, concerns, and complaints in a timely and professional manner
- Order supplies and equipment as needed for collections and parks divisions
- Train and ensure that all employees are trained on proper usage of equipment regularly and consistently
- Perform related duties as required or assigned by the Township Manager

Required skills:

- High school education/GED
- Preferred Associates or Bachelor's degree in public administration, or significant experience in a related field such as Public Works and management
- Knowledge in municipal public works such as planning, design, maintenance, and construction
- Preferred knowledge in the municipal solid waste landfill, planning, design, maintenance, and construction
- Knowledge in budget preparation and expenditure control
- Preferred knowledge in applicable federal, state, and local laws and regulations are pertaining to public works, solid waste, and wastewater functions.
- Knowledge in principles of effective management skills
- Ability to analyze, evaluate, and implement municipal public works and wastewater programs
- Strong Communication Skills
- Knowledge in safe work practices
- Ability to plan, organize, and direct the work of public works personnel as well as experience in evaluating and training staff
- Ability to prepare and create scale and comprehensive written reports
- Maintain strong relationships with Township officials, employees, contractors, the general public, and representatives of other agencies
- Able to use word processing, spreadsheet, database, and other various software formats
- Have or obtain a Pesticide and Herbicide Applicator License within 1 year of appointment
- First Aid/AED Certification
- Roads Scholar I from PA LTAP
- Obtain Roads Scholar II from PA LTAP within three years
- Obtain O.S.H.A. 10 Hour within one year of appointment date
- Obtain O.S.H.A 30 Hour within three years of appointment date
- Obtain IS-100PW, ICS-200, ICS 300, ICS 400, ICS-556, IS-552, ICS 558, IS-700, and IS-800 within three years
- Must maintain a Commercial Driver's License as well as be registered with the Federal Clearinghouse (CDL reporting requirement)



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Abilities required

This position requires sitting, standing, walking or moving throughout the community, often for extended periods of the workday. Must be able to verbally communicate efficiently and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Occasionally may lift objects up to 40 pounds in an upward movement or from position to position at the same level. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside and outside environmental conditions that are relevant to the various community and facility settings. Driving is required for this position as well as proficient handling of a variety of machinery and equipment.

Disclaimer

The above employment outline was created to describe the general nature and level of the baseline work being performed by someone assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the classified personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please submit a completed application to the following address/email:

East Pennsboro Township
Desiree Bucke, Administrative Assistant
DBucke@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025
717-732-0711 X 1203