

Job Objective (Purpose of the position): The employee in this position is responsible for planning, organizing, directing and implementing all public works operations.

General Definition

This is administrative and supervisory work of considerable difficulty. The employee in this position is responsible for planning and overseeing the performance of up to 30 employees in order to complete various tasks as assigned by the Township Manager and Board of Commissioners. The employee must have extensive knowledge of municipal facilities operations including highway maintenance and repair, refuse and recycling collection, sanitary and storm sewer systems, and building and property maintenance. This position requires the employee to be on call 24 hours a day for emergencies. Work at times may require the performance of tasks demanding moderate to heavy physical exertion under adverse conditions.

Supervision Exercised

Close supervision of up to 30 employees at all skill levels.

Supervision Received

Under the immediate supervision of the Township Manager.

Work Schedule

The employee in this position is required to work weekdays from 7:00a.m.to 3:30p.m. for a total of 40 hours per week. The employee is also required to work additional hours under priority and emergency conditions.

Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)

- Plans, organizes, administers and directs all operations under the jurisdiction of the Public Works Department including highway, sanitation, sanitary sewer and building and property maintenance.
- Develops, justifies and recommends goals, objectives and policies to the Township Manager.
- Disseminates and implements approved goals, objectives and policies into operating procedures.
- Prepares routine and special reports and correspondence as requested.
- Creates and implements an annual budget and work program for the department to ensure compliance with established goals and objectives.
- Develops and presents employee training and safety classes.
- Monitor and evaluate the work performance of subordinates.
- Offers guidance and support to subordinates as needed.
- Issues oral and written commendation and discipline to subordinates as warranted.
- Investigate and remediate resident complaints.
- Ensure the long-term use of Municipal Buildings and Grounds through preventive maintenance measures.

Department: Public Works

Job Category: Supervisor

- Research and write specifications and bids for new Township equipment, capital projects and repairs to municipal buildings and infrastructure.
- Coordinate and oversee contracts for the repair of Township facilities by subcontractors.
- Perform any related duties as requested by Supervisor.

Essential Knowledge and Abilities

- Above average knowledge of recommended public works maintenance practices.
- A thorough mechanical knowledge of electrical, plumbing, heating, air conditioning, and telephone utilities.
- A thorough knowledge of and the ability to convey to subordinates, the occupational hazards and safety precautions relating to public works tasks.
- The ability to use mechanical skills and knowledge to plan for and oversee the proper and timely repair of Township infrastructure.
- A thorough knowledge of PA DEP Regulations, PennDOT traffic standards and the Federal Highway Administration Manual on Uniform Traffic Control Devices.
- The ability to maintain all personnel records, commercial driver’s license information and drug/alcohol test results in confidence.
- The ability to make independent decisions.
- The ability to utilize a personal computer and operating software.
- The ability to read blueprints and other construction plans.
- The ability to communicate effectively with supervisors, peers, subordinates and residents using oral and written methods.
- The ability to understand and follow oral and written instructions.
- The ability to operate all Township machinery and vehicles.
- The ability to operate a two-way radio and cellular telephone.

Required Special Qualifications

- Valid Pennsylvania Commercial Drivers License Class A with Tanker Endorsement.
- Incident Command (IC) Training and Certification Levels 300 and 400
- Pennsylvania Department of Environmental Protection Underground Tank Certification
- Ability to remain on call for 24 hours a day for emergencies.
- Ability to meet minimum physical and medical standards for this position, including drug and alcohol testing as required under federal law.

Physical Demands

- The ability to frequently sit at a desk or table.
- The ability to frequently stand and walk.
- The ability to talk and hear among high noise levels.
- The ability to reach with hands and arms, and to use hands to finger, handle, or feel.
- The ability to climb and balance on uneven and occasionally slippery surfaces.
- The ability to stoop, kneel, crouch, or crawl, climb stairs and ladders, and handle vehicle controls, tools and equipment frequently.
- The ability to taste or smell.

Department: Public Works

Job Category: Supervisor

- The ability to lift objects up to and over 50 pounds in weight.
- The ability to withstand exposure to smoke, fumes, irritating chemicals, or toxic conditions.
- The ability to withstand exposure to weather, unprotected heights, and dusty conditions frequently, and high noise levels and temperature extremes occasionally.

Minimum Education, Training and Experience Required

A Bachelors Degree from a four-year college or university with a degree in civil engineering or a closely-related field, or a minimum of five to ten years of experience as a Director or Assistant Director of Public Works in a comparable community, or any number of years of employment and training in the public or private sector that provides the required knowledge, skills and ability to perform the job.

Job Location (Place[s] where work is performed)

Springfield Township Public Works Facility, Administration Building, and various other locations throughout the Township including parklands and highways.

Equipment (Examples of machines, devices, tools, etc. used in job performance)

Employee must be able to operate all Township vehicles and machinery. Employee is also expected to be proficient in the use of office machines (computers and software applications, calculator, photocopier, etc.) and various types and varieties of hand and power tools.

Approved by: _____ Date: _____