**Sandy Township Supervisors**

P.O. BOX 267 • DUBOIS, PA 15801 • PHONE (814) 371-4220 • E-MAIL info@sandytownship.net

**Job Description: PUBLIC WORKS DIRECTOR**

1. **Nature of Work**

Performs difficult technical and intermediate administrative work by directing activities of the Public Works Department. Work entails scheduling and assignment of department personnel and equipment; does related work as required. Work is performed under the general supervision of the Township Manager. Supervision is exercised over public works personnel.

The Public Works Director is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

1. **Essential Job Functions**

* Schedules, plans, assigns, and supervises department personnel
* Supervises sanitary, storm, and drinking water facility construction and rehabilitation projects
* Supervises maintenance of Township vehicle fleet
* Directs snow and ice control activities
* Utilizes program for tracking vehicle maintenance
* Writes and updates policies and procedures for winter maintenance, park safety and maintenance, and other operations
* Responds to emergency call-outs as needed
* Programs building maintenance for the Municipal Building, Public Works Buildings, and park buildings
* Assists with developing bid specifications for equipment, materials, and services
* Responds to complaints and inquiries concerning department operations, policies and procedures
* Ensures crews are properly trained and work in a safe manner
* Evaluates condition of the sanitary, drinking, and storm sewer system and identifies areas for repair and replacement
* Approves and maintains time records for departmental payroll purposes
* Provides safety training for all public works employees
* Provides other training as needed
* Ensures employees maintain certifications
* Supervises roadway maintenance and parks maintenance projects
* Maintains records, reports and files
* Assists with rating road conditions and determines priorities for department resurfacing and maintenance, assists in coordinating outside contract work
* Manages the Township Park, fields, and associated buildings
* Manages Township signage along municipal roadways
* Manages and recommends 5-year capital improvement plan for Buildings and vehicles annually
* Evaluates the performance of employees
* Stays current on technologies to improve operations
* Prepares various reports
* Manages departmental expenditures in accordance with the approved budget
* Reviews and approves purchase orders
* Prepares and administers dirt and gravel road grants
* Assist with preparation of departmental budget
* Investigate resident concerns
* Performs other duties as assigned

1. **Required Minimum Training and Background**

Any combination of education and experience equivalent to graduation from high school and extensive experience in vehicle maintenance, road construction, water and sewage line maintenance, and general construction work, including at least five years of supervisory experience.

1. **Special Requirements**

* Possession of an appropriate driver’s license valid in the State of Pennsylvania.
* Possession of a Class A Commercial Driver’s License with air brake and tanker endorsements

1. **Necessary Knowledge, Skills and Abilities**

Thorough knowledge of repair and maintenance practices; thorough knowledge of the occupational hazards and necessary safety precautions of the work; ability to assign and supervise the work of others; ability to prepare reports; dependability; skill in the operation of construction and maintenance equipment; ability to establish and maintain effective working relationships with associates and the general public.

1. **Selection Guidelines**

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

1. **Tools and Equipment**

Municipal vehicle, survey equipment, measuring equipment, cellular telephone, first aid equipment, personal computer, engineering software programs, camera, and other equipment/tools or other items as may become available and deemed helpful in the execution of Public Works Director duties.

1. **Work Environment**

Work may require the exertion of up to 50 pounds of force occasionally; work requires climbing, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

1. **Probationary Period**

Any person appointed to the Public Works Director position shall be subject to a six-month probationary period. The Township Manager shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent appointment at the end of the probationary period.