



## 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 Management (Township Engineer, Asst Township Manager, 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, 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 Township Management. 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 their 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, the Public Works Director should always monitor the working progress of their staff and other employees. The Public Works Director should also collaborate with Township Management 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 particular projects to present to Township Management. It is the responsibility of the Public Works Director to ensure those contractors, vendors, and other public staff members 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.
- Develops and maintains Department policies.
- Oversee the maintenance and functional operation of all Township properties, facilities, parks, and infrastructure.
- Collaborate and maintain a yearly budget for all Public Works Divisions.
- Oversees special events and holiday preparations.
- Work closely with the 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.
- Plans, schedules, and coordinates the construction of Township originated public works projects.
- Coordinates with other agencies and various public utilities to solve problems related to infrastructure and Public Works projects.
- Provide technical information for and assist in the submission of grant requests for Public Works and Parks projects.
- Prepares written reports regarding public works operations and Commissioners agenda items for Township Management and Board of Commissioners.



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- Develops the Public Works annual budget in coordination with Township Management, Township Roadmaster, Wastewater Treatment Plant (WWTP) Superintendent, Parks & Recreation Coordinators, and Department Heads.
- Recommends public works projects for Capital Improvement Programs.
- Oversee the Fleet Management System with the assistance of other Township Staff.
- Assist in Negotiation with the union on contractual issues.
- Plan and prepare for the Winter Storm Operations with the Public Works, review and advise of snow emergency routes, revise winter policies including but not limited to brine usage and other progressive snow and ice removal techniques and activities.
- Work closely with Township Road Master, WWTP 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.
- Attend monthly Commissioner's meetings as requested by Township Management or Commissioners.
- Respond to and resolves citizen and staff inquiries, concerns, and complaints in a timely and professional manner.
- Oversee yearly contract work with traffic signal maintenance contractors.
- Train and ensure that all employees are trained in proper usage of equipment regularly and consistently.
- Reviews, approves, and issues Highway Occupancy and Fill & Excavation Permits with the Community Development Department.
- Perform related duties as required or assigned by Township Management.

#### **Required skills:**

- Requires a minimum of Bachelor's degree in a related field of study.
- Knowledge of civil engineering principles, practices and methods for planning studies, designs, plans, specification, estimates and reports.
- Knowledge of public administration.
- Knowledge of budget preparation and expenditure control.
- Knowledge of applicable federal, state, and local laws and regulations pertaining to public works, solid waste, and wastewater functions.
- Ability to plan and direct Public Works activities; to direct and coordinate the work of technical and professional personnel; to have excellent oral and written communication skills; and be able to establish and maintain effective relationships with consultants, other department heads and agencies, contractors, and the public.
- Knowledge in principles of effective management skills.
- Ability to analyze, evaluate, and implement municipal Public Works and Wastewater programs.
- Knowledge of safe work practices.
- Ability to read site plans and maps as well as the ability to prepare and analyze comprehensive and technical reports and data.
- Knowledge of federal, state and county health and environmental regulations.
- Knowledge of AutoCAD, basic personal computer software applications, including but not limited to MS Word, Excel, PowerPoint, Outlook, Access, Adobe, Arc View, and basic understanding of GIS systems.
- First Aid/AED Certification.
- Obtain O.S.H.A. 10 Hour within one year of appointment date.



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- Obtain O.S.H.A 30 Hour within three years of appointment date.
- Obtain IS 100, IS 200, ICS 300, ICS 400, IS 552, IS 556, IS 558, IS 700, IS 800, G 191 and G 557 within three years of hire.

#### **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, Payroll & Benefits Specialist  
[DBucke@eastpennsboro.net](mailto:DBucke@eastpennsboro.net)  
98 South Enola Drive  
Enola, PA 17025  
717-732-0711 X 1203