



SILVER SPRING TOWNSHIP JOB DESCRIPTION

TITLE: Public Works Director

DEPARTMENT: Public Works

CLASSIFICATION: Full-Time, Salaried (Exempt)

JOB CLASS: Manager I

REPORTS TO: Township Manager

AMENDED: May 2021

GENERAL SUMMARY: Responsible for all administrative and technical activities of the Public Works Department. Plans, directs and coordinates departmentally related engineering projects and activities for Township facilities to include parks, roads, buildings, public areas and infrastructure. Provides for policy implementation, develops short and long-range goals and objectives, and develops the components of a comprehensive strategic plan. Serves as liaison for Emergency Management, provides guidance in developing emergency action plans and respond to emergencies on a 24-hour basis. Work is performed in a normal office environment, may involve frequent interruptions, and requires frequent visits to project sites.

ESSENTIAL FUNCTIONS:

- Administers the daily operations of the Public Works Department.
- Works with the Public Works Assistant Director, Roads Maintenance and Parks Maintenance Supervisors and Administrative staff to ensure all duties and responsibilities outlined in their respective job descriptions are fulfilled.
- Recommends and coordinates long-range comprehensive community plans and land use and transportation activities; provide economic development information to interested developers, businesses and commercial interests upon request.
- Develops and communicate project direction and goals.
- Provides for appropriate training; establish work standards and evaluate work outcomes against standards.
- Plans long-range projects including design, field services, and reports.
- Meets with Township Manager, engineers, developers and contractors to provide for overall planning and project development.
- Serves as a resource for technical public works expertise; discuss project parameters and requirements and prepare bids.



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- Works with contracted vendor and Township staff to resolve problems, communicate activities and project status to Board Supervisors.
- Meets with residents and others to discuss concerns and respond to complaints.
- Oversees preparation of work plans and material lists; schedule work projects according to seasonal factors, time requirements, personnel availability, anticipated weather conditions, equipment capability, etc.
- Establishes an overall safety program and serve on the Safety Committee.
- Develops and direct departmental operating and capital improvement budgets, provide recommendations to include forecasting of funds needed for staffing, equipment and supplies; approve expenditures and implement budgetary adjustments.
- Prepares grant applications for the performance of feasibility studies and other projects; prepare bid specifications for service contracts or equipment and cost estimates.
- Represents the Township Public Works department to the general public and help facilitate improved coordination of department activity with community needs.
- Stays abreast of professional development in the field of public works.
- Attends training on regulatory mandates and plan for implementation.
- Assists with emergency management protocol and implementation.
- Develops a Township-wide loss control management process.

POSITION REQUIREMENTS:

Experience, Education, Licenses/Certifications

- Education equivalent to Bachelor's Degree in Civil Engineering from an accredited college or university. Minimum of 5 years of increasing responsible experience in engineering, management, and administration.
- Possession of a current PA driver's license.

General Knowledge/Abilities

- Public works including principles and practices
- Principles of management
- Safety practices and procedures
- Federal and state (PennDOT) requirements
- MUTCD sign regulations and requirements related to paving and infrastructure



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- MS4 guidelines for storm sewers
- Township ordinances including those pertaining to zoning, sub-division and land development, and stormwater management
- Township geography
- Computer operation, including full range of office applications.
- Complex projects and adapt to changing circumstances
- Build relationships to strengthen community partnerships
- Develop staff and build a collaborative atmosphere among various work units as head of a major department of the organization
- Collaborate on ideas and translate into plans
- Read and review engineering plans for public works comment
- Communicate with engineers working for the Township or on private projects within Township and enforce ordinances or contract provisions
- Facilitate long range planning within a collaborative framework.
- Apply management and supervisory principles to resolve practical, everyday problems
- Understand and interpret technical manuals
- Analyze problems and organize a plan of action
- Resolve complaints from the public
- Demonstrate physical fitness to include standing for long periods of time
- Demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Demonstrate honesty and convey integrity to maintain public trust.

SUPERVISORY RESPONSIBILITIES: Public Works Assistant Director, Roads and Parks Maintenance Supervisor, Public Works Administrative Assistant



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DISCLAIMER:

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, _____ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

Employee

Date

Township Manager

Date