

**TOWNSHIP OF WEST BRADFORD
POSITION DESCRIPTION**

TITLE: **Public Works Director
Exempt Employee**

DEPARTMENT: **Public Works**

LOCATION: **Public Works Garage**

DIRECT SUPERVISOR: **Township Manager**

POSITION SUMMARY:

Under direction; oversee three principal departments of public works; road department, wastewater treatment, and refuse/recycling collection. Complete administrative tasks and perform duties to operate the Public Works Department. Oversee the maintenance and construction of roads; the operations and maintenance of the wastewater treatment facilities, and the collection of refuse and recycling material. Oversee any contracts for maintenance or operation of any of these systems. Oversee the maintenance and use of equipment necessary for these systems. Maintain employee relations and oversee the work of foreman or other personnel that are in position to establish daily work schedules and direct other personnel in the completion of work assignments. Responsible for reporting and completing program documents as well as planning for future needs and methods while using the latest computer technology.

PRINCIPAL ACCOUNTABILITIES

1. Supervision of all road construction and maintenance.
2. Supervision of all municipally owned sewer treatment, pumping, and disposal facilities.
3. Supervision of all municipal refuse and recycling collection systems.
4. Recommend hiring and firing of all public works personnel.
5. Care and maintenance of township vehicles and equipment.
6. Assign work schedules to public works employees.
7. Training of public works employees for job responsibility, care of equipment and safety practices.
8. General maintenance of township facilities.
9. Maintain stockpiles of materials and supplies that are necessary for public works responsibilities.
10. Control the purchase of materials, equipment and other items necessary for public works responsibilities; in conjunction with the municipal budget.
11. Oversee the work of independent contractors that perform work for the public works department.
10. Prepare specifications for bidding, job descriptions of projects and estimates and oversee the process to obtain contracts.

11. Maintain employee time sheets and attendance records for public works and other documents and reports as necessary.
12. Use computer to maintain records of projects and to plan future needs and projects
13. Maintain contact with PennDOT municipal service representative and manage documents that are necessary to comply with requirements for liquid fuel allocations and other state funding programs that are used by the township
14. Intergovernmental coordination with other municipal public works departments, PennDOT, and DEP.

SUPERVISION:

Coordinate road department activities and public works functions through the Township Manager. Operates without direct supervision to accomplish position responsibilities. Interfaces with other department heads to assure interdepartmental cooperation to accomplish overall Township responsibilities.

EXPERIENCE/EDUCATION/TRAINING/ABILITIES

1. Must possess a college degree in a related field. A professional license as a professional engineer in the Commonwealth of Pennsylvania is preferred.
2. Must possess general knowledge of wastewater treatment and collection systems.
3. Must have knowledge of the operation and maintenance of township equipment; both construction and over-the-road.
4. Must be able to complete reports, interpret plans, follow written or verbal instructions, set up schedules, provide estimates, and produce correspondence with reasonable skill.
5. Must be able to apply supervisory principles to everyday situations.
6. Must have good interpersonal skills and be able to create a proper work environment for department employees.
7. Must have knowledge of safety practices and procedures.
8. Must research and learn of new products and procedures.
9. Position may require that a valid Commercial Drivers License be obtained within a specified time period after filling the position.
10. Possession of, or ability to acquire, a Pennsylvania Wastewater System Operator license Class C and E: Subclass 3,4 is a bonus.

DISCLAIMER:

The 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 to perform the job.

SUPERVISES:

Public works employees and contractors.