

JOB TITLE: SUPERINTENDENT OF PUBLIC WORKS

DEPARTMENT: ROAD

POSITION SUMMARY

Performs complex supervisory, administrative and professional work in the planning, organizing, directing, and supervising of the Road Department, including environmental, storm sewer, road, traffic control signs, maintenance and other Road and Recreation Department projects and programs. The Road Superintendent assists the Township manager in establishing policies pertinent to the efficient operation of all facets of the Road Department. The Superintendent of Public Works is responsible for assuring approved policies are adhered to. This position is exempt under FLSA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedules work hours and supervises administration, gang leaders, drivers, laborers, and support staff, whose activities include, but not limited to among other things:
 - Maintenance of equipment and facilities.
 - Maintenance of roads and storm water systems.
 - Maintenance of park areas, buildings, and recreational equipment.
 - Snow and ice removal.
 - Liquid Fuels administration and compliance.
 - Erection and maintenance of parking and traffic control signs and street markings.
 - Participation in civic activities.
 - Coordination of buildings and grounds maintenance programs
 - Inventory control of all infrastructure; material; equipment and other Township owned facilities directly related to the Road Department.
 - Annual operating budget preparation and capital expenditure budget.
 - Establishment and maintaining maintenance records for township owned infrastructure and equipment.
2. Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Road Department. Formulate short and long-range plans to operate the department in an efficient and proactive manner.
3. Implements department policies and procedures to improve efficiency and effectiveness of operations.
4. Determines work procedures, reviews work schedules, and directs workflow harmoniously, expeditiously, and safely.

5. Assigns duties and examines work product to insure conformance to expected results; policies and procedures.
6. Prepares and documents budget requests; administers adopted budget through proper preparation of purchase orders; vouchering and monthly budget analysis.
7. Prepares reports as required by the Township Manager.
8. Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
9. Oversees the preparation of plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for road and recreation maintenance contracts.
10. Oversees project management for the construction and repair of the municipal road projects.
11. Responds tactfully to public or other inquiries relative to department policies and procedures. Investigates complaints and evaluates issues and options regarding municipal Road and makes recommendations.
12. Maintains necessary contact with consulting engineers, construction project engineers, Federal, State, and County agencies, and professional and technical groups regarding department activities and services.
13. Possess knowledge of federal, state and local law as it pertains to public works operations.

PERIPHERAL DUTIES

1. Assists in the training of township personnel in road and recreation maintenance systems and techniques.

QUALIFICATIONS

Education and Experience

Graduation from a technical school in engineering, or a related field, or five years of progressively responsible road maintenance experience with two (2) years which are at a supervisory level.

Necessary Knowledge, Skills, and Abilities

- A. Demonstrated knowledge of engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable laws, regulations, and Township policies affecting Department activities.
- B. Skill in operating the equipment listed below.
- C. Ability to communicate in an effective and tactful manner, orally and in writing, with employees, consultants, other governmental representatives, Township officials, and the general public; ability to conduct necessary research and compile comprehensive reports.

SPECIAL REQUIREMENTS

Must possess a valid PA State Commercial driver's license, Class A.

EQUIPMENT USED

Personal computer, motor vehicle, phone, radio, minimum of 26,001# ton dump trucks, pickup trucks for snow removal, backhoe, loaders, motor grader, roller, storm sewer cleaning truck and agricultural tractors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites, or road and recreation maintenance facilities. Hand-eye coordination is necessary to operate various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; physical; pre-employment drug test and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.