

PUBLIC WORKS DIRECTOR

Lower Gwynedd Township (Pop. 11,405), a Township of the Second Class in Montgomery County, PA is seeking applications for a Public Works Director. The Director is a member of the Senior Management Team reporting directly to the Township Manager and is responsible for providing leadership in public works operations and maintenance through planning, directing, managing, and overseeing the activities and operations of multiple divisions within the Public Works Department. The Director provides oversight of the functional areas of the department including highway and sewer department operations, capital improvement project management/administration, transportation planning and engineering, parks and facilities maintenance and fleet management. The desired applicant is preferred to possess a Bachelor's Degree with a minimum of 5 years' experience in public works and/or municipal engineering or combination of both along with 3 years proven supervisory experience. Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered. Applicants must have a valid PA driver's license required with Class A CDL with Tanker Endorsement or ability to obtain within 6 months from hire. This is a full-time, daytime position. Additional evening or weekend hours may be required for meetings, projects, emergencies, and other special events. Competitive salary with an excellent benefits package. Please submit resumes to Jamie Worman, Assistant Township Manager, P.O. Box 625, Spring House, PA 19477 or e-mail jworman@lowergwynedd.org no later than Friday, May 22, 2020.



JOB DESCRIPTION

TITLE: Public Works Director
DEPARTMENT: Public Works

REPORTS TO: Township Manager
EEO JOB CATEGORY: Professional
DATE JOB DESCRIPTION COMPLETED: December 6, 2019
REPLACES JOB DESCRIPTION DATED: December 27, 2011

PURPOSE OF THIS POSITION: The Director is a member of the Senior Management Team reporting directly to the Township Manager and is responsible for providing leadership in public works operations and maintenance through planning, directing, managing, and overseeing the activities and operations of multiple divisions within the Public Works Department. The Director researches current trends and new procedures in the field to ensure facilities are functioning at the highest level possible and performs feasibility studies of new methods. In addition, the Director provides oversight of the functional areas of the department including highway and sewer department operations, capital improvement project management/administration, transportation planning and engineering, parks and facilities maintenance and fleet management.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required as deemed necessary:

- Assumes full management responsibility for all public works services and activities including street maintenance, capital improvement project management, sewer collection management, storm water management, transportation planning, parks and facilities development and maintenance, and fleet management.
- Responsible for the financial management, operations and maintenance of sewer utility, parks, building and grounds, streets, storm water systems including MS-4 compliance and other public improvements.
- Oversees and participates in the development of the department budget; develops the forecast of funds for staffing, equipment, materials, and supplies; delegates authority for expenditure of funds and budgetary adjustments as appropriate and necessary.

- Development of budgets for Street Fund, Sewer Fund, Sewer Capital Reserve Fund, Traffic Impact, Highway Aid, Liquid Fuels, Street Lighting Funds, Stormwater Management Fund and Public Works portion of the General Fund and submits for approval by the Township Manager.
- Accomplishes short-term and long-range department planning, implements and maintains sound organizational practices, controls costs and otherwise directs and controls departmental operations to assure optimum services to the community.
- Responsible for the long-range and short-term capital improvement program planning including assisting the Township Manager in developing a funding strategy and the administration and execution of the Capital Improvement Program.
- Manage complex capital improvement projects from inception through completion.
- Provides guidance and direction, directly and indirectly, to engineering project managers, superintendents and technical staff in finding and developing solutions to problems encountered in the field.
- Prepares reports, presentations and correspondence for the Supervisors, Township Manager, Engineers and residents. Maintain all department files in an orderly, concise manner.
- Oversees the selection, training and evaluation of staff; provides staff training; works with staff to correct deficiencies; implements corrective action, discipline and termination procedures. Maintains records of employee time including vacation, personal, sick, comp, and overtime.
- Responsible for administering all personnel policies and procedures in accordance with the Lower Gwynedd Township Manual of Personnel Policies and Procedures.
- Monitors and controls performance of the Public Works Department in conformance with objectives, plans, schedules and budgets. Ensures the efficient and effective use of departmental personnel, funds, materials, facilities and time.
- Takes action to resolve departmental, operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions which are in the best interest of Lower Gwynedd Township.
- Ensures that citizens requests and/or complaints relating to departmental activities are investigated and responded to in a timely manner. Manage and file claims relating to property and vehicle accidents; prepare claim reports, review reports and maintain contact with parties involved until a resolution is reached.
- Attendance at Board of Supervisors meetings, Borough of Ambler Sewer Authority meetings and other township meetings as required. Provide regular updates both written and oral to the Board as directed. Attend seminars, workshops, and conferences that are directly related to the job duties.

- Provide advice to and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of township services. Analyze and report on service impacts of proposed projects relating to the township's infrastructure.
 - Prepare and review contract bids and consultant work proposals for township public works projects.
 - Reviews and issues Highway Occupancy Permits.
 - Oversees traffic signal management operations.
 - Oversees snowplowing operations. Coordinates emergency repair services; dispatches crews; assists with direct supervision of crews; provides technical assistance.
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NECESSARY OCCUPATIONAL TRAITS:

Knowledge: Thorough knowledge of accepted administrative and supervisory practices in a Municipal setting specifically in Public Works. Thorough knowledge of maintenance and construction techniques relating to engineering, roadway construction and management, traffic signal operation and maintenance, storm and sanitary sewers, parkland and building maintenance and highway operations. Considerable knowledge of safety precautions; and the traffic laws of the Commonwealth of Pennsylvania; knowledge of PennDot and Federal Highway Standards.

Skills: Communicate effectively both orally and in writing. Organizational and management skills. Basic computer knowledge and skills in Microsoft Office and general knowledge of GIS and SCADA software systems.

Abilities: Ability to plan, organize and direct the tasks of the Public Works Department. Ability to analyze and resolve complicated problems in public works operations and procedures. Ability to read and interpret township policies and procedures, blueprints, and technical literature. Ability to plan and manage multiple projects and ongoing operations simultaneously within appropriate deadlines. Ability to exercises good judgment, courtesy and tact in dealing with the public, associates and township officials.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree preferred.
- Minimum 5 years experience in public works and/or municipal engineering or combination of both along with 3 years proven supervisory experience.

- Any equivalent experience and training that provides the required knowledge, skills and abilities will be considered.
 - DEP Wastewater Collection System License helpful.
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SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):

Valid PA driver's license required with Class A CDL with Tanker Endorsement or ability to obtain within 6 months from hire. PA Driver's licenses must be current at all times.

Public Works Department Director Signature: _____

Date: _____

PHYSICAL DEMANDS OF JOB:

- This position requires the physical ability to sit, stand, walk, reach, bend, squat, crawl, climb, drive and maneuver township vehicles, handle tools, use feet for repetitive motions and use hands for repetitive actions.
- This position requires the physical ability to lift up to 50 pounds and the ability to carry up to 20 pounds at all levels occasionally.
- Withstand exposure to unprotected heights, confined spaces, moving machinery, weather, marked changes in temperature and humidity, traffic hazards, high noise levels, occasional uneven surfaces, dust, fumes, and gas.
- Vocal communication, visual acuity and unimpaired hearing are required.

Work Schedule:

- This is a full-time, daytime position. Additional evening or weekend hours may be required for meetings, projects, emergencies, and other special events.
 - This position requires that the individual be on-call 24 Hours, 7 Days per week to respond to all emergencies.
 - Required to respond during all emergencies, including inclement weather and natural disasters.
 - Flexibility to help assist when needed.
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