

## JOB DESCRIPTION

Revised 12/4/2025

JOB TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: NORTH STRABANE TOWNSHIP PUBLIC WORKS

DIRECT SUPERVISOR: TOWNSHIP MANAGER

### **GENERAL DESCRIPTION:**

The Public Works Director is the administrative and supervisory head of the North Strabane Township Public Works Department. The Director has the responsibility of planning, directing and overseeing work of the Department consistent with administrative and budgetary directives set forth by the Township Manager and contained in employment contracts between the Township and the Department. Work is performed under the general direction and in consultation with the Township Manager. An employee in this position has controlling responsibility for coordinating the activities included in providing for an efficient township-wide highway program, street construction and maintenance system. Work is reviewed through written and oral reports, and meetings with the Township Manager.

### **SPECIFIC DUTIES**

1. Direct and supervise the work performed by department employees.
2. Prepare weekly and daily work schedules and assignments;
3. Administer and monitor annual department budget.
4. Approve purchase requisitions for materials, supplies and service.
5. Oversee the construction and maintenance of streets, curbs, and storm sewers by employees and contractors.
6. Read and interpret plans, specifications, blue prints and engineer's drawings.
7. Inspect and approve all work done by employees and contractors.
8. Maintain operating records of materials used, equipment used and employee time (approval of time, not documentation – done by Assistant Director).

9. Instruct personnel in use of equipment, work operations and safety procedures.
10. Observe that vehicles are properly maintained and receive scheduled safety inspections.
11. Evaluate personnel performance and maintain personnel records in locked closet.
12. Investigate and resolve service requests and inquiries.
13. Draft bid specifications pertaining to the purchase of vehicles, equipment and materials associated with the department.
14. Responsible for inspection of all street excavations and construction work being undertaken by public utilities.
15. Plans and supervise snow removal and clearance operations.
16. Assist manager in the preparation of short- and long-term planning associated with construction and maintenance project objectives.
17. Maintain liaison with all townships departments and appropriate state, county, and local agencies.
18. Provide information and reports on all aspects of departmental activity to the manager and Board of Supervisors.
19. Represent North Strabane Township at conferences, conventions and other functions.
20. Perform such other duties and related work as may be directed by the manager and Board of Supervisors.

### **REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

Considerable knowledge of methods, materials, tools and practices used in the installation, maintenance and repair of catch basins; and of the paving of roads, the removal of trees and brush and other types of public works' projects.

Thorough knowledge of the occupational hazards present and the necessary safety precautions.

Considerable knowledge of supervisory methods and techniques and of the current labor union contract.

Ability to plan, assign, and supervise the work of a large group of employees engaged in installation, maintenance and repair work, and in performing other laboring tasks.

Ability to make, interpret, and work from technical sketches and blue prints, to prepare sketches and reports of repairs, and to follow grades established by engineering computations.

Ability to requisition and specify materials, tools, and equipment essential to the accomplishment of assigned functions and to compute the costs of labor and materials expended.

Ability to establish and maintain effective working relationships with associates and the general public.

Ability to prepare and maintain records and activity reports for the crews supervised.

Ability to understand and follow oral and written instructions.

Ability to exercise courtesy and tact in dealing with the general public.

Possess and maintain APWA Public Works Certificate (or similar).

#### **EDUCATION, QUALIFICATIONS, AND EXPERIENCE:**

Required      Graduation from high school.

Required      A valid Pennsylvania/CDL operator's license with knowledge and preferred ability to operate all department vehicles and equipment.

Required      Ability to effectively supervise a work force involved in a variety of public works projects.

Preferred      Minimum of five (5) years' experience in street and road construction and maintenance with at least five (5) years of supervisory experience