

POSITION DESCRIPTION

Title: Public Works Director

Department: Public Works

GENERAL PURPOSE:

The Director of Public Works is an exempt position. The Director is responsible for maintaining and supervising the Hollidaysburg Borough Public Works Department, including public streets, alleys, parks, drainage systems, traffic control signs and marking, removal and control of snow and ice, the maintenance and report of motorized equipment, street cleaning, and administrative duties. The Director also oversees the Water Department and acts as the staff liaison to the Hollidaysburg Borough (Water) Authority. The Director also performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance and replacement of the municipal water system. The position requires occasional evening, night and weekend work.

SUPERVISION RECEIVED:

Works under the general supervision of the Borough Manager.

SUPERVISION EXERCISED:

Exercises close supervision over assigned Class A, B, and C Operators, Laborers, and the Park Maintenance Coordinator. Most employees supervised belong to the local AFSCME bargaining unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the preparation of budget documents, purchasing, time records and other reports as may be required of the Public Works Department.

Evaluates employee work performance. Provides feedback and guidance about employee work performance to Department employees.

Makes recommendations to the Borough Manager and Borough officials with respect to hiring, firing, discipline and other personnel matters, including grievances and the conduct and general behavior of assigned personnel. Works with AFSCME bargaining unit employees and representatives to ensure compliance with union agreements.

Supervises the fleet maintenance program and is responsible to ensure that vehicle maintenance records are kept.

Evaluates maintenance needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including transportation, street, drainage, light and park maintenance and all public work functions.

Prepares and submits periodic reports to the Borough Manager regarding the department's activities and prepares other reports as needed and appropriate.

Assists in the development or update of the Borough Transportation Improvement Program, Capital Improvement Program, and other plans involving the financing of municipal infrastructure.

In coordination with the Borough Manager, prepares and coordinates the agenda of the monthly meetings of the Borough (water) Authority.

Provides monthly operations reports to the Borough Authority, management, Borough Council, and PA DEP.

Operates and maintains the municipal water storage, treatment and distribution systems in order to meet local, state and federal regulations.

Supervises the installation, maintenance and repair of electrical systems for the water storage, treatment and distribution systems.

Inspects and supervises the repair of water storage, treatment and distribution systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Oversees assigned project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Adjusts errors and responds in a timely manner to citizen complaints.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Hollidaysburg Public Works Department in a variety of local, county, state and other meetings.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, and reports.

Advises Borough Manager, Solicitor, and Engineer in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding water storage, treatment and distribution problems and services.

Supervises, instructs and assists assigned crews in water storage, treatment and distribution activities.

Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies.

Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress.

Inspects and assists in the control and use of supplies and equipment to ensure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget.

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

Coordinates with other utilities for locations of utility systems.

Prepares annual water allocation permit compliance report

Prepares and distributes annual consumer confidence report.

Works with Borough Engineer to develop and implement the MS4 compliance program.

Prepares and implements the annual street paving program and bidding.

Coordinates and administers the Liquid Fuels Program in cooperation with PennDot.

Prepares and administers the annual stone, blacktop and road salt materials contract.

Performs other work and duties, as needed and assigned.

PERIPHERAL DUTIES:

Operates a variety of power equipment used in the department.

Serves on various employee or other committees as assigned.

Serves on a rotating basis as the on-call Supervisor for after-hour issues relating to water, sewer, and community facilities.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from a four-year college or university with a degree in engineering, environmental science, public health, public administration or a closely related field is strongly preferred.

Seven (7) years of experience in public works, with significant work relating to the construction, repair and maintenance of water storage, treatment and distribution systems including the operation of related maintenance equipment, or

Equivalent combination of education and experience to carry out the Essential Duties and Responsibilities listed in this Position Description.

SPECIAL REQUIREMENTS:

Current and valid certification as water distribution operator from PA DEP, or ability to obtain this certification within one year of hire date.

Current and valid Commercial Drivers License (CDL), or ability to obtain this certification within six months of start date.

TOOLS AND EQUIPMENT USED:

Heavy machinery and tools used in construction, detection devices, mobile radio, phone, personal computer including word processing and other software, copier, email.

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.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 works in outside weather conditions, which may be adverse. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet, freezing and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; 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.

Revision History: September 2024