

Deadline to Apply: Applications must be received by 3:00 EST on October 25, 2024.

Position Summary

The position serves as Director of the Public Works Department which includes supervision and administration of the Borough (water) Authority. Duties include overseeing the water authority and associated water system, road infrastructure, parks, yard waste recycling, winter maintenance, traffic signal maintenance, storm sewer system infrastructure and other related infrastructure. Experience with complex systems and machinery, water operations, compliance and annual reports, grant writing and management, staff management, community outreach, and long-range planning is required. The Director represents the Borough during work with various outside agencies such as the US EPA, PennDOT, PA DCNR, and other municipalities.

Relevant and Preferred Qualifications:

- Preference for a bachelor's degree from an accredited college or university with emphasis in Engineering, Parks & Recreation, Public Administration, or similar field.
- Minimum of seven years' experience in Public Works or Engineering, with a minimum of three at the department head or assistant department head level.
- Experience managing a municipal water authority.
- Experience in securing grants and other funding opportunities for infrastructure, parks, traffic upgrades, and transportation needs.
- Knowledge of maintenance and operations programs.
- Experience with direct supervision of staff and team management.
- Experience with the management of union contracts.
- Experience in establishing and maintaining positive working relationships with boards, commissions, staff, and the community.
- Knowledge of Department of Environmental Protection and PennDOT regulations as they relate to Public Works and Water Department operations.
- Ability to utilize word processing software and email.
- Experience developing and implementing departmental and capital budgets.
- Current CDL or ability to obtain one within six months of start date.
- Current water distribution operator license from DEP or ability to obtain one within one year of start date.

How to Apply

Please submit cover letter, salary requirements, resume and three references in pdf format to: manager@hollidaysburgpa.org, or via mail at:

Borough of Hollidaysburg
Attn: Borough Manager
401 Blair Street
Hollidaysburg, PA 16648

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