

**JOB TITLE: DIRECTOR OF PUBLIC WORKS**

**WORK SITE:** Public Works Garage (2 E Walnut Street, Lock Haven, PA) and City Hall

**WORK HOURS:** (8Hrs/Day) (40 Hrs./Wk.) normally Mon.-Fri. 5 days a week

**SALARY / BENEFITS:** \$60,000-\$65,000 depending on education & experience

HEALTH	DENTAL	OTHER
<b>HIGHMARK BC/BS</b>	<b>UNITED CONCORDIA</b>	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$275 per year in health reimbursements
Individual \$50/month	Individual \$0/month	Prescriptions: \$0-\$50 (30-day supply)
Family \$130/month	Family \$0/ month	

**SUPERVISOR:** City Manager

**JOB DEFINITION:** Plan and coordinate all aspects of Public Works operations and projects by coordinating a team of 3 foreman and 19 fulltime on-staff professionals of different disciplines, hiring subcontractors through the public bidding process, and collaborating with engineers, architects and vendors to produce quality operations from start to completion while maintaining budget, schedule and safety requirements.

**DISTINGUISHING FEATURES OF THE WORK:** Responsible for all matters relating to the construction, maintenance and operation of the physical properties of the City including approximately 35 miles of streets, storm water collection and conveyance system, surface water collection through dams and reservoirs on a 5200 acre watershed conveyed to a third-party treatment plant and distributed through lines to more than 3200 customers, sanitary sewer collection and conveyance system from more than 2500 customers which is treated at the city's 3.75-MGD plant which also serves 6 other entities, the 112-acre William T. Piper Memorial Airport, 14 municipal parks and recreational facilities as well as the levee's Clinger Walkway and Coreman Amphitheatre, and a 6-mile flood control levee including 5 closure structures, a combination of contracted and city-owned and -maintained streetlights and traffic signals.

**EXAMPLES OF WORK PERFORMED:** Coordinate the completion of projects as assigned and within the parameters of cost, quality, schedule and objectives by setting deadlines, assigning responsibilities, monitoring and summarizing project progress

**REQUIREMENTS OF WORK:**

- Manage multiple construction projects from conceptual stage, budget and implementation through completion and closeout in the City's public works system
- Assess projects and timelines
- Work with the City's Engineer to ensure accurate specifications and project cost estimates
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations and within the requirements of the public bidding process
- Maintain inventory and acquire equipment, material and services and monitor on-hand stocks to timely handle inadequacies
- Maintain a safe and orderly work environment observing all safety requirements and regulations at all times

- Evaluate progress and performance and provide detailed reports
- Oversee and participate in the regular maintenance, annual testing and regular and emergency operation of the levee flood control system
- Supervise the work of the Parks & Public Property crew of operators, laborers and mechanics and give guidance when needed
- Coordinate preventative and corrective maintenance over all city property including facilities, vehicles, and equipment
- Ensure annual reporting to the State Departments of Environmental Protection, Transportation, the Bureau of Aviation and other reporting entities
- Outstanding communication and negotiation skills
- Excellent organization and time-management skills

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of:
  - Construction procedures and material and project management principles
- Ability to:
  - Apply technical skills and knowledge in mathematics, science, construction, and technology in support of planning, analyzing, and solving problems.
  - Use industry resources including associations and organizations, professional publications, and governmental data to analyze, evaluate, and apply current trends within the industry.
  - Read blueprints and understand the basics on construction
  - Apply professional and ethical standards of behavior in dealing with all stakeholders in the construction process
  - Obtain Pennsylvania Pesticide Applicator Certification
  - Obtain Pennsylvania Commercial Driver's License
  - Obtain Confined Space certification
  - Be cleared for the physical demands of the work through a preemployment physical
- Minimum training and experience:
  - Bachelor's Degree in Construction Management, Civil Engineering & Surveying or similar degree and five years' experience in project management; or a combination of education and proven experience meeting or exceeding the same.
  - Certification through the Project Management Institute in as a Project Management Professional will be an advantage but is not required for application
  - Qualification as a PennDOT Transportation Construction Inspector will be an advantage but is not required for application
  - Valid Pennsylvania Driver's License

**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 requirements of work.

- While performing the duties of this job, the employee is regularly required to use hands and fingers to 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 climb or balance; stoop, kneel, crouch, or crawl; and smell. During extreme situations, may be required to operate equipment for total period of up to 12 hours per shift and must be able to sit in the operator's station continually for four (4) hours at a time without breaks.
- The employee must be physically agile and able to climb steps, ladders, and manhole steps to access above or below ground chambers as much as forty (40) feet in depth while wearing confined space protective equipment as well as work at heights requiring the use of scaffolding, lifts, and ladders.
- The employee must be able to operate a mobile (vehicle mounted) radio and portable radio for safe operations and for effective communications with all personnel.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 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 regularly works in unheated inside and outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet 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, and will be required to work in below ground vaults, chambers, and manholes. The noise level in the work environment is usually loud.
- This position requires the employee to be exposed on a regular basis to raw sewage and industrial wastes carried by the municipal sewer system.
- The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.