



# ELIZABETH TOWNSHIP

Department of Public Works  
Public Works Supervisor – Job Description

## POSITION SUMMARY

Performs high level supervisory, administrative, and professional work in the planning, organizing, directing, and supervising work for the Public Works Department, including environmental, street, traffic control, maintenance and other public works projects and programs. Serves as the subject matter expert for senior leadership and the Board of Commissioners. Provides results-oriented vision, leadership, innovation and management oversight to the Public Works Department operations and activities. The incumbent will develop and implement strategic organizational and operating plans, performance metrics, budgets, procedures, and goals to achieve maximum effectiveness and efficiency. The nature of work requires a high level of collaboration, customer service, individual judgment, and discretion.

The Public Works Supervisor receives broad policy guidance and direction from the Township Manager. The work involves great initiative and independent judgment.

Work is performed during regularly scheduled hours and may involve additional hours as needed. Availability to attend evening meetings is required. The position is Exempt under the Federal Fair Labor Standards Act.

## ESSENTIAL FUNCTIONS

1. Develops and administers general operating policies and procedures that ensure the maximum utilization of available resources through the appropriate allocation of manpower and equipment to all public works functions; including winter maintenance, roadway maintenance and construction, storm sewer, catch basin, sidewalk, stairway, and all other road programs, public works programs and infrastructure as assigned.
2. Provides operational management of emergency activities to ensure the public's safety associated with rainstorms, flood protection, and snow and ice removal.
3. Coordinates, plans, and schedules all routine and emergency repair work required to maintain the Township-owned system of roads, storm sewers, catch

basins, bridges, sidewalks, stairs, and all other dedicated public works infrastructure and Township property.

4. Embraces a participatory management style and provides leadership to the department in the areas of personnel administration, hiring, discipline, termination, negotiations, grievance procedures and coordinating employee training.
5. Establishes standards of performance and safety as well as personal behavior for all Public Works employees and represents the Township with dignity and respect.
6. Issues written and oral instructions; assigns duties and examines work for conformance to policies and procedures.
7. Communicates official plans, policies, and procedures to staff and serves as the chief spokesperson for the Public Works Department.
8. Respond to citizen inquiries, complaints, and requests for assistance.
9. Approves leave for subordinates and maintains records, such as time reports, vacation time, sick leave, and appropriate personnel documentation within the confines of all Collective Bargaining Agreements and Township personnel policies.
10. Oversees the management and maintenance of the Township's fleet of vehicles and equipment and recommends the purchase of new vehicles and equipment.
11. Prepares and presents budget estimates and work programs; controls department budget expenditures; coordinates budgetary and fiscal activities as required.
12. Prepares short and long-term project and program recommendations for the annual and capital budgets.
13. Innovates, plans, and puts in place processes, equipment, and software to increase efficiency and modernize the department through the use of technology.
14. Fully utilizes the Public Works portions of the asset management databases and maintains current records in the tracking of Township fleet, street assets and work projects completed by the department.
15. Coordinates the provision of manpower and equipment resources to maintain all Township facilities.

16. Works with other Department Directors to coordinate activities as requested.

## **WORK PERFORMED**

1. Manages the Township's yard waste recycling and compliance programs, including curbside leaf and yard waste collections, compost site and drop off programs including all required reports and grant programs.
2. Manages the Township's directional sign and street sign program and develops programs to achieve and maintain compliance with all federal, state, and local requirements.
3. Manages Public Works personnel to include discipline, recommendations for hiring, demotion, termination, performance monitoring and evaluation, coaching for performance improvement and development, and improvement for performance deficiencies.
4. Serve as CDL Administrator and ensures compliance with all state and federal laws and regulations concerning commercial driver's licenses (CDL) and commercial motor vehicle licenses (CMV).
5. Responds to inquiries and complaints from the public related to roads, bridges and related infrastructure and winter maintenance services with tact and diplomacy; participates in or develops performance measures to improve public services.
6. Maintains contact with community organizations to determine the needs of the Township.
7. Attends Board of Commissioners meetings, departmental staff meetings and other meetings as required.
8. Works in conjunction with the Township Engineer, Township Manager and Township staff and/or private contractors on planning, design, and all phases to repair, reconstruct, or improve public roads, bridges, parks and on any other capital improvement projects as directed by the Township Manager.
9. Works in conjunction with Township Police Department, state and county officials, and event planners in developing an Incident Action Plan for events requiring road closures, detours and signage of roads and manages the procurement and deployment of equipment and personnel from various agencies.

10. Assists the Township Engineer in the preparation of plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts.
11. Assists and makes recommendations in the preparation of new Township ordinances, as well as the revision of existing ordinances as they pertain to public works.
12. Assists the Township Engineer and Township Manager plan and execute MS4 Best Management Practices and Minimum Control Measures.
13. Represents the Township in negotiations with other agencies, utilities, groups, and individuals on a wide variety of issues pertaining to public works.
14. Prepares and submits weekly and monthly progress reports to the Township Manager and Board of Commissioners.
15. Assists the Township Building Inspector/Code Enforcement Officer with tasks on an as needed basis.
16. Assists the Township Manager with tasks on an as needed basis.
17. Effectively communicates technical ideas, both orally and in writing.
18. Performs all other work as required.

#### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of the fundamental principles and current practices of administration, including those related to management, training, goal setting, personnel, administration, and general budgetary and fiscal practices, with special emphasis in public works.
2. Knowledge of civic emergency responses associated with weather extremes.
3. Thorough knowledge of the methods, materials, tools, and practices in all the operations supervised including the construction, maintenance, sanitary and storm water collection systems, streets, traffic signal maintenance, winter maintenance, parks, and forestry.
4. Ability to operate trucks, front-end loaders, rollers, backhoes, and other equipment normally used in street and utility construction, winter maintenance, parks and ground maintenance and building maintenance.
5. Knowledge of State, Federal, County and Township regulations affecting department operations, safety, and environmental protection.
6. Knowledge of fleet maintenance and vehicle maintenance.

7. Ability to respond to emergency situations on a 24-hour basis.
8. Ability to manage multiple projects/tasks, ability to utilize creativity, maintain a high level of decision-making, and establish and complete goals.
9. Ability to analyze complex public works problems and develop recommendations and implement sound solutions and then act quickly, calmly, and effectively while under stress.
10. Ability to plan, organize and complete assigned tasks in a timely fashion.
11. Fluent in the use of computers with the ability to use and maintain database programs.
12. Thorough knowledge of word processing software (Microsoft Word, Excel, and Outlook) as well as Geographical Information Systems.
13. Thorough knowledge of occupational hazards and safe work practices.
14. Considerable knowledge of supervisory methods and techniques and assure adherence to all Township policies and procedures and the current labor union contract.
15. Ability to speak in public settings.
16. Ability to plan, assign, and supervise the work of a large group of employees and prepare and maintain records and activity reports for the crews supervised.
17. Ability to read and interpret maps, property descriptions, charts, graphs, and statistical data.
18. Ability to read and interpret and work from technical sketches and blueprints and to follow grades established by engineering computations.
19. Ability to requisition and specify materials, tools, and equipment essential to accomplish of assigned functions and to compute the cost of labor and materials expended.
20. Ability to communicate with the public professionally and tactfully in person, over the telephone and on radio and television broadcasts.

## **QUALIFICATIONS, LICENSES AND EXPERIENCE**

1. Bachelor's degree in public administration or related field from an accredited college or university with five (5) years of progressively responsible supervisory and administrative experience in public works management in a similarly sized municipal operation overseeing a comprehensive and broad-based public works organization.

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2. Possession of a valid Pennsylvania Class A CDL driver's license with Air Brakes designation is encouraged, but not required.
3. Demonstrated leadership experience and a strong history of working with policy makers and elected officials.
4. Must undergo the following background checks and maintain the following clearances throughout tenure of employment:
  - Pennsylvania State Police Criminal Record Check
  - Pennsylvania Child Abuse History Clearance
  - Federal Bureau of Investigation Criminal Check

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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.

Work is performed mostly in outdoor settings in varying weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 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.

### **SELECTION GUIDELINES:**

1. Formal application, rating of education and experience; oral interviews and reference check.
2. Job related tests may be required.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The duties listed in the above job description 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.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Public Works – Public Works Supervisor

Date

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Township Manager

Date