

**CITY OF LOWER BURRELL
JOB DESCRIPTION**

Job Title: Director of Public Works and Parks

FLSA Status: Exempt

Reports To: City Administrator

Date: January 2018

JOB SUMMARY:

DUTIES AND RESPONSIBILITIES: The duties described below are indicative of what the Director of Public Works and Parks will be required to perform. The Director performs high level supervisory, administrative and professional work in the planning, organizing, directing and supervising of the Public Works and Parks Department, including environmental, sewer, street, traffic control, maintenance and other public works and parks projects and programs. The Director is also responsible for supervision and direction of Park Employees, including planning, maintenance, and repair of park facilities. The Director receives broad policy guidance and directions from the City Administrator. Work is typically performed during regularly scheduled hours and may involve additional hours as needed.

Position will oversee the operations of the Public Works Department and facilities to include roads, buildings, public areas and infrastructure. Oversee supervision of laborers; recommend department resource needs, procure materials, supplies and equipment and respond to emergencies on a 24 hour basis. Other duties may be assigned.

Duties and Responsibilities include, but are not limited to:

- Manages and supervises the Public Works Department to achieve goals within available resources; plans and organizes workload and staff assessments, motivates and evaluates assigned staff; review and directs changes as needed.
- Provides leadership and direction in the development of short and long-term plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other department and agencies as needed.
- Prepares and documents budget requests; administers the adopted budget in assigned areas of responsibility through the proper preparation of purchase orders and requisitions.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Develops and implements departmental policies and procedures to improve efficiency and effectiveness of operations.
- Determines work procedures, prepare work schedule, and direct workflow expeditiously and harmoniously.

- Issues written and oral instructions; assigns duties and examines work for conformance to policies and procedures.
- Communicates official plan, policies and procedures to staff.
- Supervises administrative, skilled labor, and support staff, whose activities include, among other things:
 - Maintenance of equipment and facilities
 - Maintenance of streets and sewers
 - Maintenance of park areas and recreational equipment
 - Snow and ice control
 - Erection and maintenance of parking and traffic control signals, signs and street markings
 - Participates in civic activities
 - Supervision of recycling programs
 - Coordination of building and grounds maintenance programs
 - Inventory control
 - EPA regulations and Consent Decrees
 - NPDES Storm Sewer Program
 - O/M and Capital Budgets
 - Special projects coordination and implementation
 - PENNDOT projects, maintenance and O/M under contracts
- Assist in the preparation of plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts.
- Develops and oversees park development and the implementation of park projects.
- Acts as a liaison with other departments, consulting engineers, construction project engineers, other consultants, Federal, State and County agencies, professional and technical groups, vendors, outside agencies, and others regarding departmental activities and services, and assigned projects.
- Prepares regular and special reports as required by the City Administrator.
- Performs tasks as required by the City Administrator.
- Attend professional development, training on regulatory mandates, and plan for implementation.
- Assist with emergency management protocol and implementation.
- Communicate effectively and coherently with other employees, members of the public and subordinate part time employees, including contractors and vendors.

QUALIFICATION REQUIREMENTS:

- Thorough knowledge of engineering principals, practices and methods as applicable to municipal settings.
- Considerable knowledge of applicable laws, regulations, and City

policies affecting Department activities.

- Ability to carry out complex tasks with accuracy critical to the success of the department.
- Ability to train, motivate and supervise effectively.
- Ability to clearly and effectively communicate orally and in writing.
- Ability to plan, organize and complete assigned tasks in a timely fashion.
- Ability to organize and maintain files and records.
- Ability to analyze and prepare complex reports.
- Ability to work and communicate effectively with City employees, elected officials, other agencies and the public.
- High school diploma or GED equivalent
- Possess a current, clean CDL License
- Drive both standard and automatic transmissions
- Live within 20 miles of Lower Burrell City Hall
- Ten years of progressively responsible experience in a public works or construction related field involving the operation of trucks, backhoes, excavators, skid steers, etc.
- Must have at least five years of full-time, or equivalent part-time, experience in performing manual labor in connection with general construction or maintenance work

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to operate all types of City vehicles, Ability to properly operate general equipment, Ability to stand, Ability to Walk, Ability to use both legs, Ability to use both hands, Ability to communicate orally, Ability to hear conversation. Ability to lift 60 pounds, Ability to repeatedly bend and twist.

Frequently Incurred (Between 25% - 75% of time on job) Repetitive movement, Ability to carry/push/pull, Ability to climb stairs, Ability to stoop, Specific visual requirements, Use of depth perception.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift a maximum of 100 pounds, Reaching at high or low levels, Ability to pull hand over hand, Ability to balance, Repetitive twisting or pressure involving wrists or hands, Ability to repeatedly bend, Ability to work night shift, extended hours, overtime, and weekends; Ability to be on call 24 hours a day.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

While performing the duties of this job, the employee regularly works in 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 or precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock. The noise level in the work environment is often loud, due to equipment and traffic noise.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Safety glasses, ear plugs, reflective clothing, work boots, and other safety equipment that are required.

LICENSE, REGISTRATION AND CERTIFICATIONS:

Possession of a current and valid Pennsylvania Commercial Driver's License (CDL Class B or higher) with a clean driving record. Tanker endorsement will need to be obtained successfully within 90 days from start date, if not having one already.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills

Investigates and provides root cause analyses of problems, suggests alternatives, evaluates outcomes, and makes formal recommendations for solutions.

Communication Skills

Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information. Establishes and maintains effective working relationships with Director, Administrator, Mayor/Council, other employees, and members of the general public.

Math Skills

Performs accurate basic mathematical functions, percentages.

Computer Knowledge

Basic computer skills- email, filing reports, spread sheets, providing website information.

Other Characteristics

Documentation and observation skills.

Ability to follow established City policies.

Ability to follow established safety standards

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the foregoing job description and fully understand the requirement set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Employee

Date

Supervisor

Date