



**TARENTUM BOROUGH
ALLEGHENY COUNTY, PENNSYLVANIA**



JOB DESCRIPTION

JOB TITLE: Public Works Director

DEPARTMENT: Public Works Department

STATUS: Existing Position

TERMS:

- 1) Full-time Daylight Shift
- 2) Exempt salary position
- 3) At-will, non-union employee

SUPERVISION: Borough Manager

SUMMARY OF DUTIES

Performs a variety of routine and complex supervisory administrative and professional tasks in planning, organizing, directing, and supervising the Public Works Department.

SUPERVISION EXERCISED

Exercises supervision over clerical, administrative, maintenance and professional staff of the public works department.

TYPICAL DUTIES

Supervises all subordinate employees of the Department.

Determines work procedures, prepares work schedules, and expedites workflow.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Assists in the study, standardization, and implementation of department policies and procedures to improve efficiency and effectiveness of operations.

Maintains harmony among workers and resolves grievances.

Prepares composite reports from individual reports of subordinates.

Maintains a variety of records relating to inspections and maintenance activity.



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JOB DESCRIPTION

Adjusts errors and complaints from the public.

Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.

Determines applicable codes, regulations, and requirements for assigned projects.

Responds to public or other inquiries relative to department policies and procedures.

Evaluates issues and options regarding municipal public works and makes recommendations.

Reviews utility permits, street use permits, franchise utility permits, etc.

Coordinates infrastructure projects with various departments, borough engineer, borough lineman, municipal organizations or applicable third-party contractors.

Assists in developing plans for and supervises, either directly or through subordinates, emergency response by public works and water distribution employees such as winter maintenance, flooding, storm damage, etc.

Provides suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status for subordinate employees.

Other duties that are a logical progression of this job that may be assigned by the Borough Manager.

DESIRED MINIMUM QUALIFICATIONS

Minimum qualifications are a bachelor's degree in a field such as Civil Engineering, Public Administration, or a closely-related field and two years of experience in Public Works administration or private sector management of construction-related activity; or, a high school degree with 10 years of experience in the Public Works or construction field with 7 of those years in a supervisory capacity.

Skill in operation of listed tools and equipment.

Ability to effectively meet and deal with the public, internal staff, vendors, and elected officials.

Ability to write, read, and speak the English language fluently.

Must be a United States citizen.

Must possess a current Pennsylvania drivers' license.



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TOOLS AND EQUIPMENT USED

Personal computer, including email, word processing, spreadsheet, and database management software; motor vehicle; phone; radio; fax and copy machine. Also, this individual must be knowledgeable in the use of a dump truck, back hoe, hi-lift, grader, ditch witch, tractors, street sweeper, snow removal equipment, etc., that is utilized by the employees of the department.

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 routinely required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is routinely 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 100 pounds. Specific vision abilities required by this job include close vision 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.

Work is performed in both office and outdoor settings. Outdoor work is required in the inspection of various construction sites or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is moderate in the office; however, noise on construction sites can be loud depending upon the work being performed.

GENERAL CRITERIA

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.



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The successful candidate must successfully pass a background investigation including criminal history, employment history, education history, credit check, etc.

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.

SELECTION GUIDELINES

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

RECOMMENDED FOR APPROVAL BY:

Michael L. Nestico
Borough Manager

4/7/2020

Date

APPROVED BY BOROUGH COUNCIL ON THIS 7TH DAY OF APRIL, 2020.

Scott Dadowski
President of Council

4/7/2020

Date