



## **JOB DESCRIPTION**

**TITLE: PUBLIC WORKS SUPERVISOR**

**DEPARTMENT: ADMINISTRATION**

**STATUS: EXEMPT**

**REPORTS TO: TOWNSHIP MANAGER**

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### **POSITION SUMMARY**

This is an administrative and supervisory position. The employee is responsible for directing, organizing and coordinating the municipal public works force when engaged in any public works or related function throughout the Township.

This position has the primary responsibility for directing the operation of construction, maintenance, and repair to the Township's infrastructure, parks and buildings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The Public Works Supervisor has the following responsibilities, but is not limited to, the following areas: (Any one position may not include all of the duties listed nor do the listed examples include all of the tasks which may be required of this position):
  - Provides supervision and management oversight to the Public Works Department. Communicates effectively to the Township Manager, Board of Commissioners, Public Works Commissioner, and employees in a timely transparent manner.
  - 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. Monitors and recommends the use of staffing and deployment of resources which may require utilizing alternate work shifts within the parameters of the collective bargaining agreement.
  - Works in conjunction and harmony with the Board of Commissioners, Township Engineer, Township Manager, Utilities and Authorities, Private Contractors and the Township's Pavement Management System to develop and implement the annual road program for the Township in a timely and transparent manner.



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- Maintains records, such as time reports, vacation time, sick leave and appropriate personnel documentation within the confines of any and all union agreements and Township personnel policies.
- Develops and administers general operating policies and procedures that ensure the maximum utilization of available financial 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, parks, and all other road and public works programs as assigned.
- Develops and administers the Township's annual winter maintenance program by purchasing materials and allocating vehicles and manpower, within budget, to ensure the public's safety during snow, ice and freezing rain events and other acts of god.
- Coordinates, plans, and schedules all routine and emergency repair work required to maintain the Township-owned system of roads, storm sewers and catch basins, bridges, sidewalks, stairs, parks, and all other dedicated public works infrastructure.
- Effectively utilize the Public Works Foreman and workforce within their job descriptions agreed upon in the collective bargaining agreement.
- Manages and coordinates the scheduling of the Township's athletic fields, tennis courts and other properties with direction from the Board of Commissioners and the Township Manager.
- Manages the Township's yard waste recycling and compliance programs, including curbside leaf and yard waste collections, compost site and drop off programs, the coordination of recycling events, and all required reports and grant programs.



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- Oversee the maintenance of all township owned and used vehicles and equipment through available resources.
- 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 with the cooperation of the police department.
- 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) by public works employees.
- Oversees the management and maintenance of the Township's fleet of vehicles and equipment, and in conjunction with the Township Manager, recommends the purchase of new vehicles and equipment.
- Assist in the opening, closing and repair and maintenance of the Robinson Township swimming pool with direction of the Township Manager,
- Maintains compliance with the Pennsylvania Worker and Community Right to Know Act (Material Safety Data Sheets).
- Prepares short and long-term project and program recommendations for the annual and capital budgets in advance of yearly budget workshops. Communicate recommendations clearly and professionally to the Township Manager and Public Works Commissioner.
- Provide monthly activity reports to the Public Works Commissioner to be placed into the record of the monthly Board of Commissioner meetings.



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- Responds to inquiries and complaints from the public related to roads, bridges and related infrastructure and winter maintenance services with tact diplomacy, and participates in or develops performance measures to improve public services.
- Communicate and document all credible resident concerns, inquiries and issues in a timely manner to the Township Manager.
- Works in conjunction with the Township Engineer, Township Manager and/or private contractors on all public works projects, including the planning, design, and all phases to repair, reconstruct, or improve public roads, storm water facilities and management plans, bridges, parks and facilities.
- Attend and provide the required service needed for the Township's season events, such as Autumn Fest and Santa's arrival.
- Attends Board of Commissioners meetings, departmental staff meetings, Board update meetings and other meetings as required.
- Other duties that may be assigned and/or required.

## **HOURS OF WORK**

It is understood that this position requires the employee to work the standard five day (40 hour) work week during the regular posted business hours. The regular business hours may be changed at the direction of the Board of Commissioners. This position may also require work time outside of the normal office hours. It is understood that the employee is required to devote the necessary amount of time and energy to carry out his/her assigned duties.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIRED:**

- Graduate from High School or GED equivalent.
- At least five (5) years' experience in the installation, maintenance and repair of



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public works systems, some of which shall have been in a supervisory capacity.

- Basic computer literacy (Microsoft Office)
- Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania covering appropriate classes (including a CDL endorsement) to operate vehicles during tenure of employment.
- Subject to drug and alcohol testing.
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the duties and responsibilities associated with the position.

### **NECESSARY OCCUPATIONAL TRAITS: (Minimum Qualifications Needed to Perform Essential Functions)**

- Ability to work as a member of a collaborative management team.
- Ability to provide supervision and management to a unionized workforce.
- Work is performed in office settings and outdoors. Routine outdoor work is required to traverse various land use developments, recreation construction sites, and remote public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, as well as a wide variety of mechanized equipment and tools.
- While performing the duties of this job, the employee is occasionally 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 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.



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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
  - Vocal communication is require for expressing or exchanging ideas by means of the spoken work; hearing is require to perceive information at normal spoken word levels,
  - Promote, establish and maintain cooperative effective and professional working relationships with others at all times.
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### **SELECTION GUIDELINES:**

Formal application/resume, rating of education and experience, oral interview, reference check, background check, and drug and alcohol test; job related tests may be required.

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.

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.

**Approved – March 22, 2016**