



SOUTH HEIDELBERG TOWNSHIP – SUPERVISOR OF PUBLIC WORKS

TITLE: Supervisor of Public Works

DEPARTMENT: Public Works/Building and Grounds

LOCATION: Public Works Facility

DIRECT SUPERVISOR: Township Manager

SUMMARY OF POSITION:

The primary responsibility of the Director of Public Works is the oversight of the Public Works Department, which entails establishing and maintaining a safe, efficient and productive work environment. Providing strong leadership to the Public Works staff is a critical component of the position. Duties of the Supervisor of Public Works include, but are not limited to, the following:

GENERAL ACCOUNTABILITIES:

1. Provide supervision of Public Works Department staff which is comprised of five (5) full-time employees.
 - a. Establish departmental procedures and guidelines.
 - b. Train/or provide training for employees within the scope of the duties the employee is expected to perform. Verify competency accordingly.
 - c. Provide daily, weekly, and monthly schedules for employees.
 - d. Provide on-site supervision relating to all of the duties being performed by staff.
2. Maintain daily work logs and review Township Public Works Department logs.
3. Work on a daily basis with a union shop and collective bargaining agreement.
4. Report to Township Manager on daily work schedules and completion deadlines.
5. Notify Township Manager of unexpected problems/situations that may occur during normal projects, or during the work day.
6. Inventory management for all materials and equipment required to properly maintain Township property, vehicles and infrastructure.
7. Collaborate with Township Manager for budgetary needs of the Public Works Department.
8. Under the direction of the Township Manager, respond to necessary emergency calls.
9. Manage operations related to weather events, including but not limited to snow removal, clearance operations, and wind or rain storm emergencies within the Township, which may require 24/7 availability. Must live within reasonable proximity to South Heidelberg Township.
10. Manage other related tasks as required by the Township Manager.
11. Maintain Township property, including but not limited to:
 - a. All Township owned vehicles and equipment.
 - b. Township infrastructure including roads, culverts, bridges, storm water facilities, and sanitary sewer conveyance system.
 - c. Township-owned parcels, including but not limited to parks and acquired open space, as well as Municipal Complex.
 - d. Safety features, including but not limited to, signs, guide rails, traffic signals, barricades, etc.
12. Ability to successfully work in conjunction with other Township departments such as Administration, Police and outside agencies and the general public.

EXPERIENCE/EDUCATION/TRAINING/ABILITIES:

1. Ability to assign and supervise crews involved in the repair and maintenance of roads, storm and sanitary sewer conveyance systems, and Township parks. Knowledge of MS4 mandates and corrective action plans a plus.



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EXPERIENCE/EDUCATION/TRAINING/ABILITIES:

2. A minimum of five (5) years administrative and supervisory experience in Public Works or a related field.
3. A minimum of five (5) years of technical experience relating to infrastructure maintenance and construction.
4. Excellent communication skills, computer skills and leadership skills.
5. Extensive knowledge of and the ability to train others in the use of equipment operation and maintenance. This includes equipment such as front-end loaders, backhoes, dump trucks, plows and related types of equipment.
6. Limited knowledge of the engineering principles involved in public works design and construction.
7. Ability to prepare and maintain schedules and activity reports.
8. Possession of valid motor vehicle operator's license and a valid commercial driver's license (CDL) in the Commonwealth of Pennsylvania.
9. Ability to certify in PA Pesticide Core/Cat 23 Parks/School pest control.
10. Ability to use technology including smart phone, computer, email.

SALARY AND BENEFITS:

Salary range from \$55,000-\$65,000 commensurate with experience and qualifications. Full benefit package provided including medical, dental and vision health plans as well as pension.

Submit cover letter, resume, and five (5) professional references to Sean McKee, Township Manager, 555A Mountain Home Road, Sinking Spring PA 19605 by South Heidelberg Township is an Equal Opportunity Employer.