

**BOROUGH OF EBENSBURG**  
**Director of Public Works**

**Statement of Job**

This is an administrative management position. Under the direction of the Borough Manager, the employee is responsible for the overall operation of the public works department, including water facilities, wastewater facilities, stormwater facilities, highways, parks, buildings, and all other borough facilities. Work involves a high degree of independent discretion and judgment. The employee is required at times to directly participate in work activities, and must conform to the provisions of the union agreement.

**Job Functions**

- Manages and supervises the work of laborers, operators and supervisors in all public works activities.
- Inspects work in progress to assure conformance with instructions, and makes and adjusts work assignments.
- Maintains time and material records.
- Performs or assists in performing more difficult skilled tasks.
- Operates heavy equipment or other equipment under normal and emergency conditions.
- Prepares the department's operating budget, ensures compliance with the budget document, and assists in the preparation of the capital budget.
- Coordinates street repairs with the Pennsylvania Department of Transportation
- Answers public inquiries and disseminates information to the public regarding public works projects
- Trains employees in work habits and methods, safety and proper operation of equipment.
- Makes operating decisions on usage of equipment and materials in relation to above work.
- Provides recommendations to the Borough Manager on issues related to public works.
- Makes duty oriented decisions, takes initiative, offers solutions and/or recommendations to problems on the basis of well defined standards and precedence.
- Attends approved training to keep informed of the latest technology and practices in public works management.
- Recommends hiring and disciplinary actions of department employees.
- Oversees maintenance of borough equipment and vehicles.
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**

- Knowledge of the practices and procedures of street construction and maintenance, water plant and distribution systems, wastewater plant and collection systems, public playgrounds, building maintenance and fleet maintenance.
- Knowledge of the occupational hazards and required safety precautions of public works projects and the operation of heavy equipment.

- Knowledge of local, state and Federal regulations pertaining to public works operations, including water and wastewater systems.
- Possession of excellent supervisory techniques, style and skills.
- Possession of good management and organizational skills.
- Ability to plan, schedule and delegate workloads and supervise the work in an impartial manner.
- Ability to establish, promote and maintain effective working relationships with and among subordinates.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to give advice and recommendations.
- Ability to maintain records and give reports.
- Ability to calculate and estimate project costs in terms of material, money, time and labor.
- Ability to read and critically analyze blue prints, construction drawings, street and utility plans.
- Ability to manage projects and contractors.
- Ability to recognize, analyze and react in day to day situations requiring independent discretion and judgment.
- Ability to perform basic math functions.
- Possession of mechanical skills necessary to complete and/or direct routine equipment repair.

### **Minimum Training and Experience**

- High School diploma or equivalent.
- Demonstrable and considerable knowledge and experience in public works and skills listed herein.
- Demonstrable knowledge and experience in water and wastewater plant operations.
- Basic knowledge of computers, including data entry, spreadsheets and word processing.
- Demonstrable experience with computer software including CAD, ArcView and GIS-based software.

### **Required Licenses and Certifications**

- Possess and maintain throughout employment a valid Pennsylvania commercial motor vehicle operator's license (CDL) or able to obtain one within six months.
- Acquire and maintain throughout employment a valid PaDEP water operator certification.

### **Physical Demands**

Moderate work. May require considerable standing (up to 3 hours at a time, 8 hours per day); Considerable walking (varies depending on tasks); Frequent lifting of 50-100 lbs.; Occasional lifting and carrying of 100+ lbs. with assistance; Frequent bending, squatting, kneeling, crawling, twisting, climbing, balancing, reaching, and pushing and pulling;

Frequent repetitive motion, grasping and manipulation of hands; Excellent sensory abilities including speaking, hearing, seeing, visual acuity, depth perception, tactile sensation and smelling. Ability to operate foot controls required.

### **Working Conditions**

Position involves outside work; noise sufficient to interrupt conversation; temperature (cold and heat) extremes; dampness, vibration, vapors, fumes, odor, dust, limited ventilation, and toxic substances.

### **Schedule**

Forty (40) hours per week, generally eight hours per day. Subject to emergency call-out.

April 2015