



Public Works Supervisor Job Description

Reports To:	Borough Manager
FLSA Classification:	Exempt
Weekly Hours:	Typically 6am-2pm, Mon-Fri, 40 hours/week
Salary:	\$45,000 - \$60,000

Under administrative supervision, the Public Works Supervisor plans, directs, manages, and oversees all activities of the Public Works department, including street, sewer, and green space maintenance. This position will also provide direct leadership to subordinate staff.

Duties include:

Supervisory

- Planning and operational oversight of street and sewer maintenance and repair, including winter operations
- Provides general work assignments and direction to work crews
- Conducts meetings as necessary to discuss problems, issues or updates
- Supervises and manages activities and work processes of department employees
- Reviews, plans and assigns duties; oversees staff training and development; provides work directives, guidance and development; disciplines employees; addresses complaints and resolves problems as necessary

The Public Works Supervisor also acts as an active member of the Public Works team as a laborer and is responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department.

- Road and green space maintenance
- Operation of Borough-owned vehicles, such as pick-up trucks, backhoe, dump trucks, salt spreaders, snowplows, etc.
- The operation of power tools and equipment, such as mowers, chain saws, air compressor, etc.
- Inspect and repair equipment as required by department procedures
- Make repairs to borough roads, curbs and sidewalks as required
- Mow grass, prune trees and hedges, and plant flowers and trees as required
- Perform sign crew duties
- Operates hand striping machine to install crosswalks and parking stall lines, uses hand paint guns to paint curbs and lines, and sets cones on ground to protect work areas
- Clean garage areas and park facilities, as well as clean up litter and empty trash cans
- Maintenance of sanitary and storm sewers and making repairs and/or conducting routine maintenance procedures is required
- Sweeps and cleans-up of debris and materials from the roads will be required as well as snow and ice removal, including manual shoveling of snow

- Conducting other job-related duties is required.

Overtime may be required during snowstorms, natural disasters or other emergency situations as deemed necessary by borough management.

Education/Training:

- High school diploma or equivalent.
- Equivalent combination of education and experience is acceptable

Knowledge, Skills, And Ability:

- Knowledge of methods and practices of maintaining and repairing roadways.
- Knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Some knowledge of carpentry and mechanical skills.
- Some knowledge of basic masonry techniques.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret simple diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other borough staff and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, wood chipper, snow plow equipment, compaction roller, garbage truck, bucket truck, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Ability to use basic office technology such as a telephone and a calculator.
- Ability to interact with citizenry in a professional manner.
- Ability to read maps.

Supervisory and Managerial Responsibility:

- Yes

Minimum Qualifications:

- Background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
- Possession of valid State of PA driver's license (Class C).
- Proficiency in Microsoft Office.

Physical Demands and Work Environment:

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 100 pounds). The majority of a normal workday involves standing or walking.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, snow and ice, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.

This job description is neither an employment contract nor is it intended to be all inclusive of the work performed, and other duties may be assigned as needed.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date