

Position Title: **PUBLIC WORKS DIRECTOR (Exempt)**

Supervisor: Township Manager

Hours of Work: As a salaried employee, a minimum of 40 hours per week is expected, but more may be required. No overtime will be paid.

Place of Work: The Public Works Director is based at the West Hanover Township Municipal Building.

General Description: Directs and oversees the Public Works Department to ensure the effective utilization of employees, vehicles, equipment and maintenance of Township infrastructure to meet the needs of the residents.

Essential Functions:

Provides management and supervision of Division Superintendents and Public Works Administrative Assistant.

Makes recommendations to the Township Manager regarding the Public Works Department Capital Improvement projects and equipment purchases.

Develops the Public Works Department budget; prepares budgetary guidelines for estimated revenues and expenditures for the Public Works Department; approves all Public Works Department purchases in accordance with Township policies.

Develops and approves specifications and legal documents for all Public Works Department bids and requests for proposals.

Reviews Department related projects and provides direction, as needed. Assists with or directly manages projects and anticipates and overcomes problems to ensure projects are completed on time and within budgetary limits.

Reviews and approves the Superintendents' annual performance evaluations of staff and performs

evaluations of Division Superintendents and Administrative Assistant.

Prioritizes and ensures that timely response is provided to Citizen Requests related to the Public Works Department.

Recommends hiring, firing and disciplinary action for the Public Works Department employees.

Keeps Township Manager apprised of priority projects and accepts direction from the Township Manager.

Ensures compliance with Public Works Department workplace safety program.

Ensures compliance with Township's PA One Call Program.

Serves on the Township's Emergency Management Team and secures and maintains necessary FEMA certifications.

Attends meetings as requested by the Township Manager.

Participates in training as required for job performance.

Qualifications:

Bachelor's degree in Engineering Science, Wastewater Pollution Technology or Public/Business Administration and five years of related managerial experience. Professional Engineer (PE) license preferred.

Current Pennsylvania Driver's License.

Excellent communication skills in working with public, engineers and governmental agencies.

Thorough supervisory skills necessary to provide direction and delegate tasks to the employees of the Public Works Department.

Ability to read and understand engineering plans/drawings.

Ability to establish own measures of self-performance in contributing to prescribed long-term plans and goals of an organization within overall policy or budgetary limits.

Ability to handle the development and modification of department policy and procedures with Township Manager or Board of Commissioner approval.

Experience with personal computer and related software.

Applicants should submit cover letter and resume to mgossert@westhanover.com no later than December 17, 2021.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods, or otherwise balance the workload.