

JOB DESCRIPTION

Township of Bensalem

Class Title: Deputy Director

Department: Public Works

General Definition:

This is administrative and supervisory work of considerable difficulty directing the activities of a diversified Public Works Department. Individual should exhibit the ability to manage department with responsibilities in the area of highway maintenance, vehicle fleet maintenance, and maintenance of parks and recreation facilities. Individual will be expected to work with crews in field as well as coordinate with engineers and contractors.

Supervision Exercised:

Direct supervision of subordinate department employees.

Supervision Received:

Works under the direct supervision of the Public Works Director

Essential Job Functions:

Plans, directs and coordinates, through subordinates and others, the activities of the staff engaged in the operations and maintenance of the Township, including storm sewers; maintenance of Township roads, recreation facilities, and vehicle fleet.

Assists in developing and implementing goals and objectives for departmental operations, including short-range and long-range planning; and new programs and projects.

Trains, supervises, and evaluates the performance of Department personnel; schedules work activities, handles personnel problems and grievances, maintains employee time records.

Assists in purchasing new equipment, fixtures, and supplies; investigates contractors, and reviews bids, maintains inventory of existing equipment, fixtures, and supplies.

Accesses, inputs and retrieves data from computer and GIS system.

Responds to complaints; acts as a liaison with community service representatives.

Interacts with Township officials and employees, inspectors, contractors, engineers, outside agencies, and the public.

Attends meetings, seminars, workshop and conferences.

Drives vehicle to sites within and outside the Township

Operates office equipment

Supervises subcontractors on maintenance activities

Supervises Department employees on maintenance, construction and snow plowing activities

Job Standards (Minimum qualifications needed to perform essential functions):

Considerable knowledge of public works functions and services or related experience in the public sector.

Considerable knowledge public works administration or related construction and/or project management.

Knowledge of civil engineering principles and practices desired.

Communicate effectively with others in the office, field or with the public.

Read and interpret Township policies and procedures, blueprints, and technical literature.

Ability to establish and maintain effective working relationships with supervisors, associates, subordinates, contractors, officials of other agencies and the general public.

A good working knowledge of Microsoft Office (Word, Excel, Access, Outlook) for work processing, spreadsheet, databases, and electronic mail functions.

Working knowledge of Geographic Information System (GIS).

Physical Requirements:

On call to work any time of day or night.

Sit continuously, handle office implements and perform fine manipulation frequently.

Stand, walk, climb, bend, crouch, kneel, crawl, handle tools and vehicle controls, lift, carry up to 80 lbs., push and pull up to 40 lbs. and reach at all levels occasionally.

Possess visual acuity (near vision continuously; mid and far vision, field of vision, depth perception, and color vision occasionally).

Withstand exposure to weather, vibration, traffic hazards, high noise levels, duty conditions, and uneven surfaces occasionally.

Work with moving machinery, slippery and uneven surfaces, confined spaces, and unprotected heights occasionally.

Job Location (Place(s) where work is performed):

Township Public Works Building; various locations within and outside the Township.

Equipment (Examples of machines, devices, tools, etc. used in job performance):

Computer, calculator, telephone, office implements; PA various capacity dump trucks, backhoes, loaders, roller, shovel, rake pick, tamper, sledgehammer, broom, jackhammer, chain saw, string trimmer, lawn mower and tractor, chipper.

Minimum Education, Training and Experience Required:

Minimum high school education or equivalent though a bachelor's degree in construction management, public administration or engineering is preferred.

Ten (10) years' experience in the repair and maintenance of municipal facilities or equivalent experience in private sector construction or project management.

Experience in supervising work crews.

A valid Pennsylvania C.D.L. Class A driver's license

The equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Prepared by: _____

Approved by: _____ **Date:** _____