

## JOB POSTING

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**POSITION** Deputy Director of Public Works

**PAY RATE** Range is \$69,000 - \$80,000 DOE

### **DEPUTY PUBLIC WORKS DIRECTOR**

#### **Definition & Distinguishing Characteristics**

This is a professional position requiring the planning, organizing, coordinating, implementing and directing of work activities for public works operations in the Borough. The position requires initiative, decisive leadership, and ability to promote and maintain a positive Borough image and foster pride and professionalism in the workplace. Work involves oversight of public works services and staff associated with the operation and maintenance of Borough infrastructure including streets, water distribution, sewage collection, stormwater management, street lighting, traffic signals, yard waste composting, and fleet, buildings and facilities maintenance.

Work is performed under the general direction of the Public Works Director. The employee will work closely with the Public Works Director in developing and administering programs, projects, and services of the department. The employee is expected to exercise considerable initiative and judgment in planning and organizing the day-to-day activities of public works field operations staff.

#### **Typical Examples of Work Performed**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Plan, schedule, organize, and direct the work activities of the Public Works field operations staff.
- Assist in the development, implementation and monitoring of long-term plans, goals and objectives focused on achieving the Borough's mission and Council priorities.
- Integrate the efforts of Borough Public Works infrastructure rehabilitation and improvement projects with ongoing operations and maintenance activities by all Borough's departments.
- Exercise direct supervision over Public Works field operations staff; implement Borough personnel policies, departmental rules and regulations, and state and federal safety requirements.

- Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees, completing performance evaluations, offering advice and assistance when necessary, and handling employee concerns.
- Review and respond to questions, comments, complaints and requests for service lodged by the general public and recommend, establish, and implement revisions to departmental rules, regulations, policies, and procedures where deemed appropriate.
- Assist and make recommendations for the preparation of the department's annual budget and capital improvement plan consistent with standard operating procedures and department priorities and oversee implementation of field operation activities within budgetary constraints.
- Analyze and assist in designing and implementing departmental work processes, operations, and maintenance approaches to continuously address effective and efficient service delivery.
- Makes recommendations regarding optimum methods of accomplishing work through contractors or in-house staff by analyzing available budget and resources.
- Assist with the development, implementation, administration and enforcement of departmental emergency operation, policies, and procedures.
- Suggest, analyze, design, and implement departmental record keeping procedures to efficiently use records to help guide management decisions.
- Keep abreast of problems, circumstances, activities or events which may/will affect the Department and keep the Director apprised of concerns.
- Administer a comprehensive program of required and discretionary safety and skills enhancement and professional development training and other related activities for Public Works field operations staff.
- Maintains effective working relations with staff, the public, contractors and outside agencies.
- Stays current with new trends and innovations in the field of maintenance services; attends and participates in professional organizations as deemed appropriate.
- Other duties as assigned.

## **Knowledge, Skills, & Abilities**

- Thorough knowledge of principals, practices, materials, and methods of public works construction, operation, maintenance and applicable federal, state and local law, codes and regulations governing public works functions and activities.
  - Thorough knowledge of supervisory principles and practices including the ability to supervise, train and evaluate assigned staff
  - Knowledge of project management and contract administration principles and practices.
  - Knowledge of and ability to read and understand plans and technical specifications and prepare materials and equipment bid documents.
  - Leadership and management skills to efficiently organize, direct, and coordinate the activities, personnel, and equipment of the Public Works field operations.
  - Knowledge of municipal administration, management principles and practices.
  - Ability to train, motivate, and supervise Public Works field operations staff.
  - Ability to organize, coordinate, and schedule employees and equipment to achieve the department's short-term and long-term goals.
- Forecast future maintenance needs and develop programs to respond to those needs
- Ability to communicate effectively in writing, prepare reports and make justifications on equipment and material needs.
  - Proficient knowledge in personal computer use, electronic mail, record keeping, database activity, and word processing.
  - Excellent file maintenance and organizational skills.
  - Ability to communicate effectively, verbally and in writing.
  - Ability to handle employee raised concerns, write employee evaluations, work with employees to correct deficiencies, and take appropriate disciplinary action.
  - Ability to deal courteously and respectfully with citizens and to carry out the responsibilities of the job with tact and diplomacy.
  - Ability to delegate, supervise, and manage a wide variety of projects at one time.
  - Ability to respond to and solve problems in emergency situations.

## **Minimum Requirements of Education & Experience**

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical approach to obtain the required knowledge and abilities would be:

Experience: six years of increasing responsible public works operations and maintenance experience, including three years of significant administrative and managerial experience responsible for multiple operations with subordinate supervisors.

Training: Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, management, or a related field. College level course work in a related field, and an additional four years of experience in a public works management position, such as a superintendent, manager or director, may be considered in lieu of a Bachelor's degree.

## **Necessary Special Qualifications**

Possession of a valid Class C motor vehicle driver's license issued by the Commonwealth of Pennsylvania.

Ability to obtain a Pennsylvania Class E Water Distribution System Operator Certification and a Pennsylvania Class E Wastewater Collection System Operators Certification within two years of hiring.

<b>POSTING</b>	Start Date	Tuesday November 7, 2017
	End Date	Friday, November 24, 2017

Interested applicants should forward a cover letter and resume to the Human Resources Specialist/Risk Manager at 53 W South St. Carlisle, PA. 17013. Resumes should be received in the Borough office by Friday, November 24, 2017.