

Borough of Canonsburg
Director Of Public Works

Estimated salary:
\$70K-85K

Employment type:
Full-Time

ROUTINE HOURS: 40 hours per week - Monday thru Friday 7AM to 3PM

EMERGENCY HOURS: The Director of Public Works is required to be available on a 24/7 basis to address emergency situations as they may arise.

IMMEDIATE SUPERVISOR: Borough Manager

BENEFITS: Health, Dental, Vision, Life, STD and Accident Insurance, Workers Compensation, Retirement Plan, Paid Time Off and Paid Holidays

JOB DESCRIPTION: The Public Works Director reports to the Borough Manager and supervises, plans, organizes and coordinates all aspects of the Borough's public works department, which may include property and buildings, vehicles, streets, and storm and sanitary sewers.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the organization, supervision, and training of the public works staff.
2. Responsible for the maintenance and repair of Borough owned buildings and grounds including parks, vehicles, and infrastructure, including streets, sidewalks, parking lots, storm, and sanitary sewer systems. Respond to emergencies/breakdowns.
3. Maintenance and safekeeping of all Public Works supplies, equipment, and tools by conducting annual inventory of all Public Works supplies, equipment, and tools.
4. Plans, coordinates, and supervises maintenance and various construction projects as needed, coordinating with staff, contractors, engineers, etc.
5. Assess and monitor infrastructure to provide adequate levels of public service (making sure areas are clear of snow and ice, brush is cut back, maintenance of lighting, signage, curb painting, parking lots are sealed and lined, etc.) Maintain and recommend repairs as needed to streets and storm and sanitary sewer systems.
6. Supervise and ensure that the Borough's mowing contractor keeps the Borough's parks mowed in accordance with the mowing contract.
7. Makes recommendations to the Borough Manager for the budgeting and purchasing of all departmental needs.
8. Responsible for creating purchase orders and coding invoices to be paid.
9. Attend Council meetings and any other meetings as needed.
10. Provide a monthly report of Public Works to the Manager and Council.
11. Identify and respond to community issues, concerns, and needs.

QUALIFICATIONS AND REQUIREMENTS:

1. Computer skills in Word and Excel.
2. Strong oral, written and organizational skills.
3. Experience in a lead or supervisory capacity.
4. Ability to work effectively with other employees and the public.
5. Pass drug/alcohol and background tests.
6. Possess a valid Driver's License.
7. Knowledge of occupational hazards involved in the Public Works Department and appropriate safety precautions, standards, and regulations.
8. Knowledge of methods, tools and materials used in maintenance and repair of buildings, roads, storm, and sanitary sewers.
9. College degree in related field and / or 5-7years experience in construction/maintenance work.

Borough of Canonsburg
68 East Pike St.
Canonsburg, PA 15317

The Borough of Canonsburg is an Equal Opportunity Employer