

Public Works Superintendent – Township of Wilkins

Wilkins Township, Allegheny County seeks a full time Public Works Superintendent to lead a 7+ member department. Key responsibilities include planning, organizing, scheduling, supervising and inspecting the work of subordinates to ensure that projects are completed; checking and responding to resident complaints; maintaining and improving three parks, recommending and coordinating annual infrastructure projects, including road paving and storm and sanitary sewer repair/replacement; and planning and coordinating the winter snow and ice removal program.

An Associates' Degree in Construction Management or related field; or certificate of achievement from a trade school is preferred, a high school diploma or equivalent is required. The Superintendent must have extensive knowledge and experience in diverse areas of the public sector. A thorough knowledge of basic street construction techniques; some knowledge of carpentry and plumbing; a basic understanding of masonry techniques and the ability to understand and interpret diagrams and drawings is required. Candidates must have a valid Pennsylvania Driver's License and a satisfactory Motor Vehicle Report. Candidates must also possess, or be able to receive within one year of employment, a CDL Class B License

Salary is negotiable and commensurate with experience. For additional information, please visit the Township's website (www.wilkinstownship.com) and click on "Help Wanted, Public Works Superintendent" on the Bulletin Board located on the right hand side of the home page.

Interested applicants should send a letter of interest that includes salary history and expectations along with a resume to: Rebecca Bradley, Township Manager, 110 Peffer Road, Turtle Creek, PA 15145. The closing date for all applicants is Friday, September 7, 2018. Wilkins Township is an equal opportunity employer.

**Wilkins Township
Department of Public Works
Job Description: Public Works Superintendent**

Position Title: Public Works Superintendent

Reports To: Township Manager

Department: Public Works

Nature of Work:

This is responsible technical and supervisory work in directing projects in various public works activities in the Township of Wilkins. The position is "At-Will" as defined by the Commonwealth of Pennsylvania. Duties involve planning, organizing, supervising and inspecting the work of subordinates to ensure that projects are completed based on oral and written instructions. Incumbent may operate equipment and may perform skilled/manual labor to participate in the completion of assigned projects. Incumbent must be available for on-call duty for emergency road work. Work is performed under the general supervision of the Township Manager.

Responsibilities and Duties:

1. First-line supervisor of the Public Works Department and its personnel.
2. Plans, organizes, schedules, supervises and inspects work; assigns the daily duties of various work crews.
3. Act as custodian of employee attendance records; prepares payroll reports.
4. Cares for all Department and Parks equipment
5. Checks and responds to resident complaints
6. Prepares specifications for new vehicles and equipment and orders supplies and services as needed.
7. Reports to the Township Manager daily on scope and method of projects, works in progress and completed projects.
8. Attends monthly meetings and special meetings as directed by the Township Manager.
9. Coordinates the major repairs and yearly inspection of all trucks and minor repair of equipment; creates/maintains vehicle maintenance records.
10. Reviews department applications for employment.
11. Act as the department coordinator during emergency management operations
12. Prepares and recommends the annual public works budget, including personnel, equipment and facilities and new projects; monitors and controls expenditures within approved funding.
13. Maintains daily logs or records of maintenance projects.

14. Ensures that work is performed in accordance with established safety rules and Township and departmental policies and procedures.
15. Acts as inspector for street permits and sewer tap-ins; coordinates requests for Pennsylvania One Call locations.
16. Schedules and coordinates work assignments with other governmental bodies (Forest Hills Borough, PennDot, etc.)
17. Such other work as assigned by the Township Manager from time to time.

Desirable Qualifications:

1. High School Diploma or Equivalent
2. Thorough knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
3. Thorough knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
4. Thorough knowledge of geography and streets of the Township of Wilkins and of the location of underground utilities.
5. Considerable knowledge of basic street construction techniques.
6. Some knowledge of carpentry and plumbing trades work.
7. Some knowledge of basic masonry techniques.
8. Ability to organize and supervise the work of others.
9. Ability to understand, interpret and carry out oral and written instructions.
10. Ability to give clear verbal instructions to public works employees.
11. Ability to understand and interpret simple diagrams and drawings of assigned projects.
12. Ability to maintain records of daily work assignments and projects.
13. Ability to establish and maintain effective working relationships with employees, other Township staff and the general public.

Other Requirements:

1. Possession of a valid Pennsylvania Driver's License and CDL Class B License and a satisfactory Motor Vehicle Report (MVR).
2. Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
3. Ability to function as an equipment operator and/or skilled laborer when needed.
4. Ability to work in a variety of weather conditions for extended periods of time.
5. Must be available to respond to service needs or maintenance problems during evenings and on weekends.
6. Must be able to meet the physical requirements of the position.
7. Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.
8. Wilkins Township residency is required within one year of employment.