

## PUBLIC WORKS DIRECTOR

FLSA STATUS: NON-EXEMPT

**DESCRIPTION:** This is a supervisory/maintenance position with the Township. The employee is a working director and depending on the situation may be either supervising a crew or part of a crew.

**REPORTING RESPONSIBILITY:** This employee reports to the Township Supervisors. The employee may supervise the Equipment Operator/Laborers as needed.

### KEY FUNCTIONS:

Director - schedules/supervises work assignments; orders-materials/supplies; project bidding; calls out crew when needed for emergency operations; time sheets, compile reports

Equipment - drive trucks, snow removal, operates equipment.

Infrastructure - maintains/repairs stormwater facilities; repairs/installs stormwater pipes; paves/patches roads; installs signs; mowing/brush clearing; maintains/repairs park facilities; building maintenance

**MARGINAL FUNCTIONS:** - Make minor repairs to buildings and equipment.

**PHYSICAL DEMANDS:** - The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 100 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, inlets, etc. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, fumes, water, cold, heat, snow and rain. In addition, the employee must be able to drive all township trucks and operate the following equipment: backhoe, roller, mowing tractors, zero radius mowers, chain saws, pumps and motor grader. The employee must be able to use a pipe laser, transit or level, a ruler or other measuring equipment and basic hand tools.

**MENTAL DEMANDS:** - The employee must have the ability to read and write on a high school level, reason and solve problems. In addition, the employee must have the ability to have contact with residents, contractors and vendors.

**REQUIRED EDUCATION AND EXPERIENCE:** - The employee should have a high school diploma or equivalent and at least 12 months experience, in a job entailing duties similar to those required for this position, in construction or public

works. The employee should have a basic knowledge of construction practices, mechanics, and trench work.

**SKILLS** - The employee must be able to drive all township trucks and operate all township public works equipment.

**REQUIRED LICENSES:** - CDL Class B with Air Brakes

**SALARY** – Competitive salary to be based on experience.

Please submit your resume by 4pm on March 31, 2023 to:

Email – [info@haycocktownship.com](mailto:info@haycocktownship.com)

Fax – 215-536-7211

Mail or in person – 640 Harrisburg School Rd, Quakertown, PA 18951