

Public Works Director: The Public Works Director is a salaried exempt position that serves in a supervisory and administrative position as Department Head of the Highway and Parks Department. The Public Works Director shall oversee any and all aspects of Township maintenance, including but not limited to, road maintenance, maintenance of Township equipment and maintenance of any and all Township property of whatever nature. Duties and responsibilities of the Public Works Director include, but are not limited to:

- A. The Public Works Director reports directly to the Township Manager.
- B. Prepare or assist in the preparing of programs, estimates, and plans for various maintenance operations of the Township, including, but not limited to, surface treatment, surface patching, aggregate stock piling, snow removal, bridge construction and maintenance, equipment maintenance, storm sewers, and other projects.
- C. Prepare preliminary drafts of season construction and maintenance programs for the approval of the Board of Supervisors.
- D. The instruction of assistants and other department employees regarding field and office methods and policies.
- E. Coordination of all construction and maintenance work within the Public Works Department and the maintenance of budgetary controls over expenditures.
- F. Interview and recommend for employment personnel for the Public Works Department and the Parks Department. Preparation and maintenance of personnel records for personnel employed within the department.
- G. Approval of all requisitions or purchase orders for materials to be used in the Public Works Department and Parks Department and preparation of appropriate correspondence and reports.
- H. Making periodic inspections of highway conditions, conditions of Township equipment and other Township property of whatever nature.
- I. Perform any and all related work as required and deemed necessary by the Township Manager and/or Board of Supervisors.
- J. Shall be subject to the mandates of the North Middleton Township Drug and Alcohol Policy adopted as part of this Manual by reference. This drug and alcohol policy shall apply to only those employees and applicants for employment who are required to have a CDL license for their employment by the Township and who are assigned to operate Township owned, leased or borrowed vehicles or equipment requiring a CDL license.
- K. Shall follow and enforce the mandates of the North Middleton Township Personnel Policy Manual and the mandates of the Second Class Township Code.
- L. Special working conditions that may affect health and/or safety.
 - 1. Working outside year-round in adverse weather conditions.
 - 2. Operating and/or working around construction equipment.
 - 3. Trench work.
 - 4. Elevated work (tree trimming, building repairs, etc.)
 - 5. Vehicle traffic (inattentive / impatient motorists, road rage)

- M. Education: High School graduate or GED.
- N. Continuing Education: Hazmat – operational level, LTAP, PennDOT, NIMS Self Study Courses and PSATS road maintenance seminars, work zone safety courses, PennDOT Flagger Courses, along with other job-related seminars.
- O. Experience: Five years in highway repair and construction, and/or automobile and light truck maintenance and repair, and/or heavy equipment maintenance and repair. Four years of which he/she must have been in responsible charge or supervision. Prior experience in this field of work may be substituted for the aforementioned.
- P. Special Skills, Attitudes, or Personality Traits:
 - 1. Possess management and supervisory skills.
 - 2. Ability to deal with the general public.
 - 3. Operation of heavy construction equipment.
 - 4. Required to have a valid Pennsylvania Class B Commercial Driver's License without an air brake restriction.
 - 5. Mechanical background in vehicle repair.
 - 6. Computer literacy and operational skills.
 - 7. Budget background.