

NORTH WALES BOROUGH

Full-Time Public Works Supervisor

GENERAL DESCRIPTION

The supervisor will manage the Public Works Department's staff and daily operations including cleaning and maintaining the Borough's roadways, infrastructure, equipment, buildings and parks and grounds.

SUPERVISION RECEIVED

The supervisor will report to the Borough Manager.

SUPERVISION EXERCISED

The supervisor will manage the department staff.

ESSENTIAL JOB FUNCTIONS

- Develops and administers the department budget.
- Roadway maintenance and repair; including filling potholes with cold patch, sealing cracks with tar and overseeing road paving projects.
- Maintains storm water collection and conveyance facilities throughout the Borough, which consists of storm drain inlets, culverts, piping and outfall points.
- Operates a truck with snow plow and salt spreader with attachments for the removal of snow and applying salt to Borough streets during inclement weather.
- Shovels or removes snow from Borough owned properties and salts pathways.
- Conducts street sweeping.
- Performs routine building maintenance; including minor repairs, carpentry, painting, electrical and plumbing work.
- Performs janitorial duties; including sweeping, mopping, dusting, waxing and polishing walls and floors, emptying trash and recycling receptacles.
- Inventories and replenishes building maintenance and custodial supplies.
- Maintains all Borough owned parks and grounds.
- Utilizes bucket truck to repair street lights, trim trees, and change banners.
- Installs and erects street signs.
- Paints crosswalks, stop lines, and turn arrows on street intersections.
- Washes and services trucks with water, gas and oil.
- Picks-up and delivers supplies; transports equipment and runs miscellaneous errands.
- Assists in preparing facilities for community programs, presentations, seminars, and meetings.

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JOB LOCATION

This position is mainly located within North Wales Borough, although there may be occasional traveling outside of the Borough to various sites as needed to complete assigned tasks or job responsibilities.

EQUIPMENT

All Public Works equipment including, but not limited to, the following:

Dump Trucks	Power Tools	Weed Wacker
Loader	Mowing Tractor	Chain Saw
Bucket Truck	Lawn Mower	Shovel, Rake, Pick
Plow, Salt Spreader	Leaf Vacuum	Leaf Blower

QUALIFICATIONS

- HS Diploma, or equivalent
- Valid PA Driver's License required, Valid Class C CDL preferred
- Minimum of three (3) to five (5) years of work-related experience
- Good oral, written and interpersonal skills; able to follow instructions; organize and prioritize work
- Ability to effectively supervise others
- Ability to work effectively with others
- Ability to understand and follow instructions
- Ability to effectively remedy problems

PHYSICAL DEMANDS

- Constructed Hours: Monday through Friday, 7:00 a.m. to 3:30 p.m., with one-half hour unpaid lunch.
- Must be available on-call during times of inclement weather and other emergency situations declared by the Borough, that require assistance from the Public Works Department.
- Ability to work in and outdoors and withstand variations in weather patterns.
- Ability to stand, walk, sit, stoop, crouch, kneel, climb, balance, crawl, recline, twist, bend, reach to all levels; and push, pull and lift up to 50 lbs.
- Frequently withstand exposure to various noise levels, cleaning solvents, foul odors, and heights.
- Possess visual acuity (near, mid, far vision, field of vision and depth perception, frequently).