



BOROUGH OF AVALON

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Public Works Street Superintendent Job Description

JOB TITLE: Superintendent

DEPARTMENT: Public Works

STATUS: Management

TERMS: Exempt Employee
Regular Hours – 7am – 3:30pm

SUPERVISION: Borough Manager and Assistant Borough Manager

SUMMARY OF DUTIES:

Performs administrative and professional work in planning, organizing, directing and coordinating the work for the full-time employees of the Department of Public Works, who are union employees organized under Teamsters Local 249 and operating under a collective bargaining agreement.

Acts as part of the management team and also provides information and support to the Engineering/Infrastructure and Streets Committees of the Borough Council.

SUPERVISION RECEIVED:

Works under the general supervision of the Borough Manager and Assistant Borough Manager.

SUPERVISION EXERCISED:

Exercises supervision over all employees of the Public Works Department, including full-time, part-time, and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directly supervises department full-time and part-time employees.
2. Works with Borough Manager to conduct interviews, hiring, discipline and discharge in accordance with the applicable Collective Bargaining Agreement.
3. Determines work procedures, prepares daily work schedules, and expedites workflow.
4. Issues written and oral instructions.
5. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
6. Ensures that every employee is fully engaged in productive work assignments each day by monitoring the progress and completion of the assigned activities.
7. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
8. Ensures that employees have access to and are using all assigned safety equipment.
9. Maintains a positive work environment among workers and works to resolve employee problems.
10. Prepares summary management reports from individual employee reports
11. Responds to complaints and requests for service received in the Borough Office.
12. Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
13. Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department.
14. Determines applicable codes, regulations, and requirements for assigned projects, including coordination with the Borough Engineer and Building Inspector as needed.
15. Oversees project management for the construction of public works projects.
16. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
17. Oversees utility projects throughout the Borough and attends meetings to ensure compliance with Borough ordinances for street and sidewalk restorations.
18. Oversees the maintenance of infrastructure and the updating of records utilizing the GPS & GIS mapping system currently in use by the Borough.
19. Responds to public or other inquiries relative to department policies and procedures.

20. Evaluates issues and options regarding public works and makes recommendations to the Borough Manger in a timely fashion.
21. Provides for and assists in the training of Borough personnel in public works systems, best practices, and techniques.
22. Assists in the preparation of bid specifications for vehicles and mechanical equipment.
23. Maintain maintenance records for all Borough vehicles.
24. Maintains regular contact with the Borough Manager.
25. Performs other duties as assigned by the Borough Manager.

ADDITONAL DUTIES:

Required to attend, on a monthly basis, Borough Council Committee Meetings as assigned and provides support and technical assistance to the Engineering/Infrastructure Committee and Safety/Streets Committees of Borough Council.

MINIMUM QUALIFICATIONS:

1. Education and Experience

Graduation from high school or GED equivalent; a minimum of three (3) years' experience in construction industry or public sector public works operations with at least two (2) of the three (3) years of experience in public works supervision in a union environment or project management.

2. Necessary Knowledge, Skills, and Abilities

- Knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; thorough knowledge of applicable Borough policies, laws, and regulations affecting department activities including experience in administering a collective bargaining agreement.
- Knowledge of heavy-equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials, and tools used in construction and repair work; working knowledge of the care and maintenance of parks, swimming pools, and recreation areas.
- Knowledge of computer skills utilizing Microsoft Office 365, using Excel and Word, knowledge or previous experience using a GIS/GPS mapping tool for tracking infrastructure and other assets.
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to read, comprehend, analyze, and work from construction specifications or blueprints.

- Ability to resolve conflict and impose discipline on employees when necessary in accordance with the applicable Collective Bargaining Agreement.
- Ability to prepare budgets, prepare reports, and analyze data relevant to the operation of the Public Works Department.
- Understanding of safety precautions, practices, and the ability to implement safe work procedures according to the current CBA and Employee Handbook – Policies and procedures.
- Ability to understand and carry out written and oral instructions.
- Skill in operating small tools and equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships with other employees, citizens, vendors, and elected officials of the Borough.
- Ability to write, read, and speak the English language fluently.
- Must possess a current State of Pennsylvania vehicle operator’s license. CDL License NOT required.
- Possess or ability to attain Pool CPO certification and Pesticide License, and Applicator License (requires testing for Core 00, Category 24 for pools and an additional Category depending on type of pesticides the Borough uses for weed control). If not currently certified, the Borough of Avalon will provide and pay for the required training and testing

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, jetter truck, front end loader, road grader, street roller, manlift, tamper, plate compactor, saws, pumps, Aeroil propane tar kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, ditch witch, telephone, personal computer, calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, and to also hear & listen carefully in all work environments. The employee is occasionally required to walk or talk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet, hot, and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate to loud.

SPECIAL REQUIREMENTS:

The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Borough of Avalon and the employee and is subject to change by the Borough of Avalon as the needs of the Borough and requirements of the job change.

SELECTION GUIDELINES:

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

SALARY AND BENEFITS:

Salary negotiable based on experience and qualifications. Salary range to be approximately \$60,000 annually plus benefits. Medical insurance benefits are available, along with vision, dental, short & long term disability. Position is included in the Avalon Borough Employees Pension and Welfare Fund. Eligible to participate in the 457(b) Deferred Compensation Plan, minimum employee contribution of \$120.00/month with a Borough contribution of \$120.00/month. A Borough vehicle may be provided to the employee for use during working business hours.