



MANCHESTER BOROUGH, YORK PENNSYLVANIA

Public Works Supervisor (Director)

Job Description

Title: Public Works Director

Employment Status: Part-time

Department: Public Works

Reports to: Borough Manager

Job Summary

The Public Works Supervisor is a part-time position. Under general supervision and guidance of the Borough Manager, the Public Works Supervisor supervises and oversees the day-to-day work of the Borough Public Works Operators and ensures the proper maintenance of public roadways, storm sewers, borough parks, buildings and vehicles, operation of light or medium equipment, and responds to emergencies within the Borough on a twenty-four-hour basis. This is an FLSA non-exempt position.

Supervisory Duties and Responsibilities shall include, but not be limited to:

- Organizes and oversees the schedules and work of the department and Public Works Employees as assigned.
- Attends the monthly Borough Council meeting to provide a monthly verbal and written department activity report to Borough Council, such report shall include department activities and schedule from the prior month and planned department activities and schedules for the following month.
- Attends all other Borough meetings at the request of Borough Council and/or Borough Manager.
- Ensures management of Public Works Operators and their departments required tasks efficiently and in accordance with Borough policy.
- Reviews, approves and submits all timecards for all Public Works Operators to ensure accurate and timely payroll reporting to the Borough Treasurer.
- Conducts performance evaluations that are timely and constructive.
- Refers discipline and termination of employees as needed and to supervisor for final action by Borough Council.

The Essential Duties and Responsibilities shall include, but not be limited to:

Effective September 9, 2024

- Ensures the department is appropriately staffed to meet all maintenance requirements and demands of the Borough.
- Prepare weekly staffing and task schedules.
- Assists with preparation of budgets for the departments.
- Assists with the keeping, maintenance and approval of appropriate production and employee time records.
- Ensures that the Public Works department complies with Borough policies and safety standards.
- Assists with and performs all essential duties and responsibilities of a Borough Public Works Operator as necessary.
- Other duties as assigned by Borough Manager and/or Borough Council.

Other Required Skills or Abilities:

Must possess the skills and abilities to:

- Demonstrate excellent personnel management and supervision skills.
- Demonstrate excellent verbal and written communication skills.
- Organize and execute work tasks where flexibility is required to address ever-changing priorities.
- Recognize unsafe conditions and take appropriate precautions.
- Demonstrate commitment to the Borough with 24/7 availability for emergencies.
- Work well as member of a team.
- Interpret prints, drawings, sketches, rough drafts.
- Carry out written or oral instructions.
- Demonstrate polite and courteous manners toward the public.
- Maintain a neat appearance.
- Demonstrate honesty and convey integrity to maintain public trust.

Working Conditions and Physical Requirements:

The Public Works Supervisor position occasionally requires unplanned work, especially during times of snow emergencies. Work occasionally requires performance of duties in extreme temperatures or during inclement weather. Work is frequently performed on uneven terrains at various construction sites, around hazardous machines, occasionally hazardous substances, and dangerous traffic and requires adherence to safety standards to control for risk.

The Public Works Supervisor must be able to:

- Demonstrate physical fitness for the physical job requirements, including frequent standing, sitting walking, bending, squatting, reaching, pushing, pulling and repetitive movements with machinery and tools.
- Frequently lift light items up to 15 pounds, occasionally lift moderate items from 16 to 50 pounds and occasionally lift heavier weights with appropriate safety equipment.
- Demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and road equipment.
- Adhere to safety standards and recognize safety warnings and hazards.

- Perform manual tasks or operate equipment for extended periods of time in all weather conditions which may include adverse weather conditions.

Education and Experience Requirements:

- Must possess a valid Driver's license.
- May [Must] possess a valid Class B Commercial Driver's license.
- Five years of related experience, with at least two years of supervisory experience, required.