

Position Title: Public Works Supervisor
Reports To: Borough Manager
Status: Full Time Exempt

General Description:

This is an exempt position pursuant to FLSA in which the employee will function as Supervisor of the Public Works Department and will assist with Zoning. Work involves directing, supervising and assisting public works staff on a variety of duties and tasks relative to the maintenance of streets, sewer, building and grounds and other related borough activities. Additionally, employee will administer the Borough's Zoning Ordinance and related enforcement.

Minimum Training & Experience:

Employee will possess a high school diploma and five years of public works experience with at least 3 years in sanitary sewer plumbing and maintenance. Prior supervisory experience preferred and a certified plumbing license is desired. Knowledge of street maintenance and related to general construction required. Familiar with heavy equipment operations. Understanding of zoning principles and approval/adjudication processes. Valid driver's license/CDL preferred and ability to pass background check.

Examples of Duties:

- Schedules and assigns duties and tasks of Public Works staff
- Reports to Council and Manager on a periodic basis the progress of projects and scheduled work
- Maintains control of equipment, materials and supplies used in the maintenance and administration of public works
- Asses the maintenance needs of Borough buildings and recommends appropriate upkeep
- Participates in the formation of the Borough's annual budget as it pertains to public works and zoning
- Professionally interacts with residents, contractors and other government officials doing business within the Borough.
- Prepares equipment for seasonal use
- Enforces plumbing code in relationship to sanitary sewer lines
- Maintains rental unit database
- Assist with the administration of zoning permits and facilitating related processes.

Required Knowledge & Skills:

- Knowledge of sanitary sewer systems and related maintenance
- Ability to properly document and maintain records and prepare reports
- Ability to clearly communicate verbally and in writing
- Knowledge of effective street maintenance including repair and snow removal
- Knowledge of Zoning approval/deny and appeals process