

BOROUGH OF FOREST HILLS JOB DESCRIPTION



Position Title: Public Works Director

Department: Public Works

Job Summary

The Borough of Forest Hills Public Works Director oversees the day-to-day operations of the public works department. Plans, organizes, supervises and directs various work crews in the Public Works Department engaged in the maintenance, repairs and construction of public works facilities including: street; storm drainage; buildings; grounds; parks; and other public facilities, vehicles and equipment. This position requires strong leadership, technical knowledge, and organizational skills to ensure the efficient functioning of various public works projects and maintenance activities. The Public Works Director works under the general supervision of the Borough Manager.

Essential Duties

- Lead and supervise a team of public works employees, including laborers, equipment operators, and technicians.
- Provide guidance, training, and support to staff to ensure safe work practices and efficient task completion.
- Foster a positive work environment that encourages teamwork, professionalism, and continuous improvement.
- Ensure completion and maintenance of daily log and time sheets by staff.
- Order materials and supplies for projects and inventory using Borough provided software.
- Maintain equipment and tool inventory.
- Familiar with PA One Call and the laws pertaining to it.
- Plan, prioritize, and assign tasks for various public works projects, including road maintenance, street cleaning, sidewalk repair, and park maintenance.
- Coordinate with other departments, contractors, including the Borough's Engineering Consulting firm, and other agencies to ensure timely project completion and adherence to budgetary constraints.
- Monitor project progress, quality standards, and compliance with regulations and specifications.
- Oversee the maintenance and repair of public works equipment, vehicles, and machinery.
- Schedule routine inspections, service, and repairs to minimize downtime and ensure the safe operation of equipment.
- Maintain accurate records of equipment maintenance and repair history.
- Coordinate repair and maintenance activities, such as pothole patching, street sweeping, and snow removal. Note: May be required to work independently during off hours to handle unscheduled demands such as snow removal, sewer or drainage issues, downed trees or other similar events.
- Oversee the operation and maintenance of specialized equipment and vehicles, ensuring proper upkeep and safety protocols are followed.

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- Assist in the development of the public works department budget, including estimating costs for materials, labor, and equipment.
- Monitor expenditures, track budget variances, and identify opportunities for cost savings.
- Recommend budget adjustments and procurement decisions to optimize resources and achieve departmental goals.
- Ensure compliance with federal, state, and local regulations governing public works activities, including environmental regulations, safety standards, and permits.
- Enforce safety regulations and best practices to prevent workplace accidents and injuries.
- Stay informed about changes in regulations and industry best practices, and implement appropriate measures to maintain compliance.
- In coordination with the Borough Manager, communicate with residents, businesses, and community organizations regarding public works projects, schedules, and concerns.

Other Duties and Responsibilities

- Performs other related duties as delegated by the Borough Manager.
- Attend meetings and workshops related to the duties and responsibilities of the position including any state and federal mandated training.
- Maintains good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

Qualifications

- High school diploma or equivalent; additional education or training in public works management or related field preferred.
- Proven experience in public works/property/physical plant operations, including supervisory experience. A minimum of seven (7) years experience in a public works/property/physical plant environment and a minimum of three (3) years experience in a supervisory role.
- Knowledge of construction techniques, materials, and equipment used in public works projects.
- Familiarity with local regulations, zoning codes, and environmental standards related to public works operations.
- Experience working or supervising in a union environment.
- Familiarity with regulatory requirements governing public works activities, such as OSHA regulations.
- Familiarity with procedures and equipment used in storm and sanitary sewer maintenance.
- Familiarity with Environmental Protection Agency and PA Department of Environmental Protection rules and regulations regarding local waterways including MS4 (Municipal Separate Storm Sewer System) to comply with the Federal Clean Water Act.

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- Strong leadership, communication, and interpersonal skills.
- Ability to prioritize tasks, solve problems, and make decisions under pressure.
- Basic computer skills and familiarity with specialized public works software.
- Valid driver's license with a clean driving record and ability to obtain necessary certifications for operating heavy equipment.
- Knowledge of operation and use of motorized vehicles and equipment including Dump truck, pickup truck, utility truck, street sweeper, and Jet VAC truck, Roller, backhoe, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches.
- Skill in use of detection devices, mobile radios, and phones.

Physical Requirements

- Ability to perform physical tasks, including bending, lifting heavy objects, operating machinery, stand, walk, climb ladders, use his or her hands, operate tools or reach objects. The employee is occasionally required to push, pull, lift or move objects that weigh in excess of 50lbs.
- While performing the essential duties of the position, the employee may be exposed to heights, dust, noise and moving parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous environments and has a risk of electrical shock.
- Nature of duties requires working outdoors in various weather conditions.
- Willingness to work extended hours, weekends, and holidays as needed to respond to emergencies and meet project deadlines.

Disclaimer

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may be added, deleted, or modified as deemed appropriate by management to meet the needs of the organization.