

ASSISTANT PUBLIC WORKS DIRECTOR POSITION DESCRIPTION

GENERAL PURPOSE

This individual will assist the Borough's Public Works Director with the administration and supervision of the day-to-day operations of the Public Works Department, and the Borough's contracted operations of the Hollidaysburg Water Authority. The position operates a variety of heavy equipment and trucks utilized in construction, maintenance and repair activities; performs a variety of skilled tasks in the maintenance of parks, streets, water, storm sewer and storm drainage systems; and spends considerable time fulfilling regulatory and reporting requirements from state and federal agencies. The Assistant Public Works Director serves as an acting director when the Public Works Director is absent. This position is management and not a part of the Borough's AFSCME bargaining unit.

RESPONSIBILITY

The position is responsible for carrying out the instructions of the Public Works Director, and those duties and responsibilities listed within this job description. In the absence of the Public Works Director, the position assumes the duties of the Public Works Director.

SUPERVISION RECEIVED

The Assistant Public Works Director reports directly to the Public Works Director. In the absence of the Public Works Director, The Assistant Public Works Director reports to the Borough Manager.

SUPERVISION EXERCISED

Supervision of all public works employees in the absence of the Public Works Director, both full time and seasonal. Supervises teams of Public Works Department employees as assigned by the Public Works Director or Borough Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This individual shall be the second in command within the organizational structure of the Public Works Department.

In the absence of the Director, the Assistant Public Works Director shall make decisions concerning daily work schedules, assignments of personnel and equipment, road maintenance and the general operations of the department.

The Assistant Public Works Director shall be able to in the course of his or her duties, operate equipment and vehicles and do any other job performed by members of the Public Works Department.

The Assistant Public Works Director shall attend meetings with local, state and federal agencies, local businesses, property owners as well as citizens as required during the course of the work day.

The Assistant Public Works Director shall operate trucks and construction or power equipment, such as backhoe, mini excavator, mechanized broom, dump truck, bucket truck, snowplow, salt spreader and jetter/inductor truck.

The Assistant Public Works Director shall operate jackhammers, mowers, and other small equipment and tools to maintain street, water and other utility systems. Other small equipment may include locators and water listening devices, correlators and locators, computers and mole.

Works with and assists the team members in digging ditches, hoisting material, tools, equipment, and any related work with a backhoe or dozer.

Supports the Public Works Director with the development and implementation of the annual budget for the Public Works Department and Hollidaysburg Water Authority.

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide exceptional parks water, street, transportation and drainage service for the Borough.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Assists public works staff with the maintenance, landscaping and repair of Borough owned parks.

Assists in the installation and maintenance of traffic control devices.

Performs all duties in conformance to appropriate federal, state, local regulations and ordinances, as well manufacturers safety and security specifications and standards.

Maintains a variety of records relating to inspections, maintenance activity and street signage.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after each use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand, brush, leaves, compost, and operates snow plows and salt spreaders. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, storm drainage mains, sanitary sewer mains, gates and fittings on repair of services and installation of services, fire hydrants and related infrastructure.

Assists in shutting off broken sections of water mains as required to effectuate water and sewer main, street or storm drainage system repair.

Inspects and/or repairs reservoirs, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.

Responds to complaints regarding water leaks, pressure loss or no water, sewer backups, and other complaints related to the operations of the public works department, roadways and the water system. The position is responsible for reporting the results of such investigations to the Director of Public Works, Borough Manager, Police Chief and other Borough staff as needed.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on. At times, the Assistant Public Works Director shall provide written notice of such events.

Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, roadways, street and storm drainage facilities.

Performs other duties as assigned by either the Public Works Director or Borough Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent, and
- (B) Five (5) years of experience working in a public works department involving the use of medium and heavy equipment, two of which must have been related to utility, water or street systems.
- (C) Supervision of teams of employees, providing independent guidance and direction while not under the direct supervision of the director.
- (D) Experience with following an assigned budget and completing tasks within established budgets.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Considerable knowledge of heavy-equipment operating machinery; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street and utility maintenance work. Knowledge of water authorities, systems and distribution networks.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to communicate professionally and diplomatically with residents who may be angry, frustrated or upset.
- (D) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions.
- (E) Ability to establish effective working relationships with other employees, supervisors and the public.
- (F) Ability to drive and operate a variety of equipment under varying conditions.
- (G) Ability to read, interpret and work from construction specifications, blueprints, architectural and engineering drawings.

SPECIAL REQUIREMENTS

Valid state water distribution license, Class E, issued by the PA Department of Environmental Protection.

Valid state operator and Class A CDL certification with airbrake and tanker endorsement, or ability to obtain within six months of the first full day of work.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, dozer, leaf vacuum, compactor truck, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, tar buggy, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, skid steer and various tow behind trailers.

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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, talk, walk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to 125 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.

Once every four weeks, the Assistant Public Works Director shall be required to rotate with the on - call supervisors, which involves answering calls for service outside of standard working hours twenty-four (24) hours, seven (7) days a week.

Working overtime is a requirement of the position.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment can often be loud.

SELECTION GUIDELINES

Borough management will review all applications submitted and prioritize those who possess the desired experience and education, and meet the qualifications of the position.

A six month probationary period shall apply to the position.

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION

Salary shall be determined by experience and skill level. The Assistant Public Works Director shall receive the same non-cash benefits (health care, dental plan, vision plan, retirement plan) as other Borough management employees.

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