

# State College Borough

## Director, Public Works

### Job Description



**REPORTS TO:** Borough Manager  
**ROLE & LEVEL:** L5

**DEPARTMENT:** Public Works Administration  
**FLSA STATUS:** Exempt

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#### **WORK OBJECTIVE:**

The Director of Public Works position involves supervisory and administrative work in the delivery of municipal public works services. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish business strategies.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administers and directs the construction, maintenance, and operation of the physical properties of the Borough, including streets, sanitary sewers, storm sewers, buildings and grounds, and vehicles and equipment; administers and directs engineering services
- Directs the planting and maintenance of trees and other vegetation on public property
- Directs the installation and maintenance of municipal facilities in and along streets, including traffic signs and signals, parking meters, directional signs and street name signs
- Administers and directs the collection and disposal of solid waste produced in the Borough; oversees the provision and maintenance of facilities for the storage, collection, and disposal of solid waste; administers the Borough's recycling program and coordinates with the county Solid Waste Authority as needed
- Enforces and administers ordinances assigned to the department by the Borough Manager
- Attends all regular meetings of Council, the State College Water Authority, and the University Area Joint Authority; provides professional advice, information, and reports as requested
- Prepares proposed Capital Improvement Plan (CIP) projects based on needs identified by the department
- Responsible for the preparation and project management for construction projects
- Coordinates a public relations program in conjunction with the Communications Coordinator to keep Borough citizens informed of the department's activities; prepares news releases when required

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- Evaluates programs and assesses needs for new programs; makes recommendations on projects and programs to the Borough Manager and Council
- Prepares reports as requested by the Borough Manager and makes presentations to Borough Council

#### **Supervision:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to assess and plan for future needs of the department in delivery of services
- Ability to meet and deal with the public with tact and diplomacy
- Ability to read and write plans and technical specifications
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

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## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering, business administration, public administration or a related field; supplemented by ten or more years' experience, including at least three years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must have a valid Pennsylvania driver's license.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

## **PREFERRED QUALIFICATIONS:**

- Master's degree in business or public administration
- Professional engineer's license

## **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

## **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

## **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date