

East Pikeland Township

Job Description

Director of Operations

DEFINITION:

The position of Director of Operations is considered to be an administrative/supervisory position. The Director of Operations is responsible for overseeing the Public Works Department and township-owned property, including open space and park properties/facilities. This position reports directly to the Township Manager.

The Director of Operations must have a working knowledge of road maintenance, construction practices and techniques, equipment maintenance, stormwater management, and a basic understanding of the operations and maintenance requirements of municipal public works and park facilities. Park development experience is important as this position will play an integral role in the development of two new township parks.

RESPONSIBILITIES:

Supervision of Personnel

- Coordinate and supervise the daily functions of the Public Works Department, including overseeing the Road Foreman, Land Steward and work crews.
- Exercise judgement in the coordination of man-hours, materials and supplies for the accomplishment of department goals, objectives and assignments.
- Administer personnel regulations for department employees.
- Recommend hiring and disciplinary actions of department employees.
- Schedule staff training as it relates to educational and safety needs of the department.
- Make overtime assignments as needed.

Infrastructure

- Manage general maintenance for all Township facilities and property, including: township buildings, grounds, open space and parks.
- Perform routine inspections and maintenance of all township infrastructure, including: roads and all stormwater facilities.
- Prepare schedule for road maintenance projects and reconstruction projects on a short-term and long-term basis.
- Schedule capital construction projects and track expenses.
- Work in consultation with township engineer on technical activities associated with these primary duties.
- Manage the township's MS4 stormwater program, including submission of required reports.

Departmental

- Check township vehicles for proper operation and oversee routine equipment maintenance and minor repairs.
- Inventory, maintain and purchase necessary supplies, tools and equipment while following township purchasing procedures.
- Prepare bid specifications and bid packages.
- Work with contractors in planning and scheduling construction and reconstruction projects of a major nature, to be accomplished under contract; act as on-the-job Township representative/inspector for such contract projects; call in Township Engineer when necessary to answer questions and resolve technical issues that may arise with contractors.
- Prepare and present required reports and maintain records of departmental operations.
- Oversee the Township's yard waste recycling facility.

Financial

- Manage purchasing and/bidding of supplies/services for township projects and equipment needs.
- Compile and submit departmental budget figures required for the preparation of the annual Township capital and operating budgets.

Miscellaneous

- Prepare and submit necessary reports for use of State Liquid Fuels funds.
- Participate on the township Safety Committee.
- Respond professionally to questions, suggestions, and complaints from residents in a courteous, tactful and decisive manner.
- Prepare and present monthly and annual Department reports to elected officials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with local government operations and procedures.
- Experience with park planning and development.
- Knowledge of standard practices and techniques of road, street and storm drainage facilities maintenance, reconstruction and construction.
- Knowledge of hazards and safety precautions related to public works operations.
- Working knowledge in equipment operations, plumbing, carpentry, electrical, mechanical, painting, road paving, water and sewer pipe work.
- Ability to assign, direct and supervise the work activities of public works and park personnel.
- Ability to establish and promote effective working relationships among employees.
- Ability to detect, analyze, and devise solutions to problems relating to department operations.
- Ability to exercise practical, independent judgement in out-of-the-ordinary circumstances, as required, and to initiate on-the-spot corrective action, if necessary, at times when immediate consultation with either the Township Manager or Board of Supervisors is not possible
- Ability to successfully manage multiple projects simultaneously.
- Effective and efficient use of budgeted funds, personnel, equipment, materials, facilities and time.
- Accurately complete administrative forms and reports in a timely manner.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.

- Ability to read and understand architectural and engineering plans.
- Thorough knowledge and experience with Microsoft Office computer programs.
- Understand and comply with personnel and safety policies and procedures.

The duties listed herein 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.

REQUIRED EDUCATION AND EXPERIENCE:

- College degree in civil engineering, public administration, construction management, or equivalent degree.
- Five years of practical experience in the maintenance/repair/reconstruction of roads, streets, storm drainage facilities, parks and recreation facilities.
- Experience in the scheduling and supervision of subordinates.
- Any combination of education, experience and/or training considered to be equivalent to the above, in the opinion of the Township Manager and Board of Supervisors.

REQUIRED LICENSES: Valid Pennsylvania Driver's License and ability to pass a background check.

JOB CONTEXT:

- Full-time salaried position of 40+ hours/week.
- Work Schedule: 8AM to 4PM, Monday – Friday

This 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.

East Pikeland Township offers a competitive salary and benefits package.
East Pikeland Township is an equal opportunity employer.

How to Apply:

Please submit resume, cover letter, 3 professional references and salary requirements to manager@eastpikeland.org no later than January 30, 2023.