

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Public Works Superintendent/ Building Code Official
<b>DEPARTMENT:</b>	Public Works
<b>TERMS:</b>	(1) Full-time daylight shift; other hours as required (2) Salary position (3) Exempt position (4) At-will, non-union employee
<b>SUPERVISION:</b>	Borough Manager

### SUMMARY OF DUTIES

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, storm sewer, street, parks, and public property and other public works projects and programs. In addition, this position entails building code administration and enforcement, and code enforcement administration to ensure that the applicable Borough ordinances, codes, and standards are adhered to.

### SUPERVISION EXERCISED

Exercises supervision over Public Works laborers, administrative, and maintenance staff as assigned.

### PUBLIC WORKS DUTIES AND RESPONSIBILITIES

- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances.
- Prepares composite reports from individual reports of subordinates.
- Prepares monthly reports for Borough Council
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility.
- Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including street, drainage, sewage systems, public property, and park maintenance.
- Determines applicable codes, regulations, and requirements for assigned projects.

- Oversees project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates the storm drainage and street system maps and related database information.
- Oversees the maintenance of infrastructure and other records.
- Maintains regular contact with consulting engineers, construction project engineers, County, State and Federal agencies, professional and technical groups and the general public regarding Department activities and services.
- Develops plans for and supervises, either directly or through subordinates, emergency response by Public Work employees such as winter maintenance, flooding, storm damage, etc.
- Other duties as assigned by the Borough Manager.

### BUILDING CODE OFFICIAL DUTIES AND RESPONSIBILITIES

- Performs plan reviews and issues building permits and occupancy permits.
- Enforces all building-related codes that have been adopted by the Borough. Issues correction notices and citations.
- Performs on-site inspections of footings, foundations, framing, etc.
- Maintains records of building and inspection activity, and completes related reports as required by the Borough Code. Issues certificates and permits in relation to administration of building-related codes.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Manages and maintains the Drop Off Recycling Center

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience

- Minimum qualifications are a bachelor's degree in a field such as Civil Engineering, Public Administration, or a closely-related field and three years of experience in Public Works administration or related field; or, a high school degree with seven years of

experience in the Public Works, construction, or related field; and at least two years serving in a supervisory position.

- Must be certified in all aspects of Pennsylvania building inspection codes in both residential and commercial structures with the exception of electrical and elevator inspection.

#### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern public works principles, procedures, techniques, and equipment.
- Skill in operation of listed tools and equipment.
- Ability to lead, motivate, supervise, and train subordinate personnel.
- Ability to effectively meet and deal with the public, internal staff, vendors, and elected officials.
- Knowledge of construction codes, and skill in applying knowledge of State of Pennsylvania uniform building codes.
- Ability to read and understand complicated plans and blueprints.
- Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
- Ability to prepare, organize and maintain inspection field data, reports and systems; ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; ability to handle stressful situations and effectively deal with difficult or angry people.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to write, read, and speak the English language fluently.
- Must be a United States citizen.
- Must possess a current Pennsylvania Class A or B commercial driver's license.

#### TOOLS AND EQUIPMENT USED

- Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; camera; fax and copy machine.
- Drives trucks of various sizes and weights including snow plows when needed.
- Drive and operate equipment including but not limited to large tractors and mowers, chippers, leaf loader, backhoe and other equipment as necessary
- Performs routine inspections and preventive maintenance on assigned equipment

- Performs labor involving construction and maintenance projects as part of a team, including paving, stormwater and sewer operations including but not limited to installation and repair of catch basins and manholes, pipe repair and installation and maintenance activities
- Assists with all operations, repairs and construction of the Municipal Separate Storm System including periodic inspections and maintenance
- Perform all duties in conformance to appropriate safety and security standards

## 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.

- Work is performed in both office and field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move objects of varying weights.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Employees will be expected to work in all weather conditions, both indoors and outside, including intermittent periods of extreme cold and extreme heat.
- Employees will be expected to stand, walk, reach, squat, kneel, push, pull, and lift objects of various weights and sizes

## 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 will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet to moderate; however, noise on construction sites can be loud.

## SPECIAL REQUIREMENTS

- Must successfully pass a background investigation conducted by the Borough with respect to any criminal history of the candidate that may jeopardize the Borough considering the daily contact the Public Works Supervisor will have with confidential material.
- The duties listed above are intended only as illustrations of the various types of work that may be performed by employees in this job classification. 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.

## SELECTION GUIDELINES

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