

## EAST COCALICO TOWNSHIP

### PUBLIC WORKS DIRECTOR

The Township of East Cocalico is one of the northeastern townships located in Lancaster County in southcentral Pennsylvania. The total area of the Township is approximately 20.4 square miles with 10,375 residents and one of the fastest growing municipalities in the region.

East Cocalico is a Township of the Second Class, governed by a three-person Board of Supervisors. Supervisors are elected at large on staggered six-year terms. The Public Works Director is the principal administrator of the public works department and is responsible for managing the day-to-day operations as well as following and implementing the policies and procedures as set forth by Board of Supervisors.

The individual who fills this position must have the appropriate expertise, knowledge and experience in this field as well as be able to manage multiple projects and people. This is a supervisory, administrative and hands-on position regarding the maintenance of Township roads and streets, parks, public buildings, stormwater systems, and grounds.

This is a full-time, hourly, non-exempt position, under the general direction of the Township Manager and Township Road Master. Responsibilities include presenting clear, precise practices to your staff and will ensure that East Cocalico Township is in compliance with local, state and federal laws. This individual must be able to work closely with a vast array of outside vendors and entities including but not limited to engineers, developers, solicitors, contractors, any national, federal, state, county and local government agency, clients and consultants as they pertain to public works matters.

The Public Works Director will work closely with all departments and will prepare reports, projections, modeling forecasts and various analyses, that the Township Manager, Road Master or Board of Supervisors may require.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The Public Works Director is responsible for the following essential duties and responsibilities, including but not limited to the following:

- Plans, directs, coordinates and assists the work of the Public Works Crew.
- Directs and follows policies and procedures regarding all responsibilities of the Public Works Department.
- Prepares recommendations and cost estimates for required construction, maintenance, and repair activities.
- Purchase necessary materials, parts, and supplies for the department. Recommends purchase and replacement of major equipment.
- Updated the GIS system continually and uses it to the advantage of the Township.
- Maintains active inventory sheets on a vast array of items such as products, parts, road signs, equipment, etc.
- Directs and assists the paving, patching, and general repair of Township streets, traffic control signs and markings and street signage.
- Works closely with the MS4 Coordinator in the maintenance and drainage stormwater systems.
- Directs and assists with street cleaning and snow and ice control operations.
- Directs the maintenance and care of Township Parks, recreational equipment, and structures.
- Directs and maintains the Township's recycling and woody waste areas.
- Supervises employees of the Public Works and Recreation departments; recommends hiring to the Township Manager and Board of Supervisors; evaluates employee job performance and recommends employee training; handles personnel problems; and recommends disciplinary actions of department employees.
- Deals with questions, suggestions, and complaints from residents.
- Prepares and presents required reports and maintains records of departmental operations.
- Investigates and resolves operational and administrative problems that cannot be handled by the Road/Crew
- Compiles and submits figures required for the preparation of the departmental capital and operating budget.
- Manages the Townships participation in the PA-1 Call system as required by the Pa. Act 121.
- Inspects projects and Issues as they arise.

- Assists the Township Manager in securing pricing and quotes. When necessary, assists in the preparation of bid packages.
- Inspects contract construction work to ascertain that work is in conformance with plans and specifications.
- Performs other work as required.

## REQUIREMENTS

Requirements for the Public Works Director position include:

- A current, valid, Class A CDL driver's license with equivalent training and experience.
- Knowledge and experience with the operation of heavy equipment.
- Five (5+) years or more experience and knowledge in the maintenance and repair of roads, storm water systems, and streets and work at the administrative level.
- Various aspects of planning, scheduling, design and budgeting.
- Knowledge of laws, regulations, and requirements applicable to municipal public works operations.
- Ability to prioritize the day and plan accordingly. Schedule and supervise a crew.
- Computer knowledge and experience with the various office programs.
- The applicant must have strong interpersonal skills, attention to detail and promote teamwork within.
- Ability to think outside of the box and render solutions to problems that arise.
- Ability to react and deal with the public in a professional, courteous manner.

A competitive salary and benefits package are negotiable depending upon qualifications and experience. More information and a complete [Public Works Director Job Description](#) can be found on the Township's website.

Candidates will be required to consent to and undergo a thorough background investigation/screening, pre-employment drug testing and must comply with all requirements of state laws and second-class township codes.

All candidates must submit a resume and comprehensive history of all prior employment for a minimum of at least 10 years, salary history and references to: Township Manager, East Cocalico Township, 100 Hill Rd, Denver, PA or via one (1) document submitted to: [Manager@EastCocalicoTownship.com](mailto:Manager@EastCocalicoTownship.com) on or before June 15, 2020. Applicants are encouraged to submit three professional references and a letter/narrative explaining why they believe they're the right candidate for this position. This position will remain open until a suitable candidate has been located.