

PUBLIC WORKS MANAGER - POSITION DESCRIPTION

Job Title:	Public Works Manager
Reports to (supervised by):	Borough/BMA Manager
Supervises:	Public Works Field Personnel
Work Schedule:	Standard schedule is Monday thru Friday, Day Shift but may vary based on special projects, meetings, or field emergencies.
Exempt or Non-Exempt:	Exempt

The Public Works Manager is a joint appointment made by Blairsville Borough Council and the Blairsville Municipal Authority. The Public Works Manager will work closely with; and report to the Borough Manager, to oversee and manage public works, municipal authority field operations and enforce local codes and zoning ordinances. The Public Works Manager will also report to Borough Council, Blairsville Municipal Authority, or Committee Chairs as situations necessitate.

ESSENTIAL FUNCTIONS

- Work closely with Plant Operators, Foreman, Engineers and the Borough Manager to ensure safe, effective and efficient operation of utilities and field services, while maintaining compliance with federal, state and local regulations.
- Makes regular physical inspection of the Borough and properties including:
 - Water Treatment Plant, reservoir, well sites, storage tanks, transfer pump stations and transmission line/right of way.
 - Wastewater Treatment plant, main pump station, transfer pump stations and transmission lines.
 - Refuse collection equipment (trucks and dumpsters)
 - Recreation Center
 - Armory
- Continuously evaluates all aspects of public works and field services to manage and recommend updates to capital improvement plans.
- Maintains records of projects and routine maintenance including the activity of work teams, costs, time, and technical matters such as specifications, drawings, changes and updates.
- Participates in the budget development process by researching historical and projecting future project and maintenance costs, proposing staff and equipment additions, and identifying training needs.
- Maintains up-to-date knowledge of trends in public utility construction methods, materials, and equipment.
- Maintains up-to-date knowledge of laws and rules governing public works and safe work methods.
- Executes such contracts, grants and commitments as may be authorized by Council and the Authority.
- Evaluates work performance, determines training needs, and implements necessary training programs.
- Ensures Council and the Authority Board are kept fully informed on areas of direct responsibility.
- Carryout duties of Code Enforcement and Zoning Officer with assistance from administrative staff and local law enforcement. Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- At least (10) years of direct experience in public works and/or utilities field and (5) years of supervisory experience; or an appropriate combination of relevant education and work experience will be considered.
- Ability to interact with staff and management throughout the Borough and representatives from Federal, State and Local agencies, in a prompt and professional manner.
- Basic computer skills, including the use of various computer packages needed to create word processing documents, spreadsheets, timelines, etc.

WAGES AND BENEFITS

- Salary Range \$55,000-\$63,000. Benefits include dental insurance, health insurance, vision insurance, paid time off, pension contributions.
- Resumes can be sent to jpoorbaugh@blairsvilleboro.org