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| \_\_\_\_\_\_ Township **Job Description Form** | | | |
| **Division/Department: Administration** | | | |
| **Location: Various** | | | |
| **Job title: Director of Public Works** | | | |
| **Reports to: Township Manager** | | | |
| **Level/Grade:** | **Type of position:**  **o Full-time** | | **Hours\_40\_/week**  **o Exempt** |
| **General Description:**  A highly responsible supervisory position that requires analytical and evaluative thinking and initiative in judgement which is carried out in accordance with established and developed practices, policies and procedures. Directs the construction and maintenance or roads, streets, parks, buildings and grounds. | | | |
| **Responsibilities:**   * Plans and directs the work of all public works personnel through crew chiefs * Plans and directs construction and maintenance projects for all streets, roads and highways. * Plans and directs the maintenance and repairs of township buildings, parks and properties. * Plans and directs the installation of street signs and markings * Attends meetings as required | | * Directs the maintenance, upkeep and purchase of all equipment * Obtains price estimates for public works equipment, projects, facilities and materials * Inspects facilities and monitors all work done by subordinates * Prepares written reports, memos, letters, news articles, fact sheets and attends meetings * Prepares public works budget and ensures compliance throughout year | |
| **Work experience requirements:**   * Experience in planning and designing construction, maintenance, and repair projects of municipal roads, parks, drainage systems, sewer systems and facilities. * Knowledge of the operational characteristics, capabilities, and maintenance requirements of construction and maintenance equipment. * Ability to recognize road repair and maintenance needs and to accurately estimate material and labor requirements for specific projects. * Ability to plan, schedule and simultaneously supervise numerous tasks and subordinates. | | | |
| **Education Requirements:**   * Formal training and education in public works administration. * Minimum of five years documented supervisory experience in a public works environment. | | | |
| **Reviewed by: Approved by**:  **Title: Title:** | | | |

**The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely models and should only be used as a guide in developing your own ordinance, job description, or personnel regulation. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor. Also, please keep in mind that PSATS cannot guarantee that a model ordinance, job description, or personnel regulation has or will withstand a court challenge.**