POSITION SUMMARY:
Work is primarily technical and managerial. Assignments are varied and involve the application of independent thinking, initiative, technical skills, and good judgment. Effective implementation of Board of Commissioners’ policies and Township Manager’s directives that relate to Public Works and Community Development objectives is necessary. The Public Works Director must possess a combination of legal, technical, and administrative knowledge in a wide variety of program areas. This is an exempt position.

ESSENTIAL FUNCTIONS OF THE JOB:
Supervises Public Works department personnel.

Supervises Public Works Coordinator and related Public Works operations.

Maintains fiscal and budgetary responsibility for the areas assigned.

Performs the duties and functions of the Township Engineer if such appointment is made by the Board of Commissioners.

Performs engineering functions for Public Works applications.

Develops and maintains department policies.

Provides technical and engineering assistance to other Township personnel and departments.

Administers and enforces regulatory programs in the areas of land use, floodplain management, stormwater management, construction safety, environmental laws, public rights-of-way, and nuisance abatement.

Plans and forms partnerships to achieve economic and infrastructure development.

Plans land use and municipal facilities, and coordinates interdepartmental activities related to those facilities.

Communicates goals and objectives to the Board of Commissioners, Township Manager, PW staff and the community.

Has the ability to:
- Ascend and descend ladders and moderately steep slopes;
- Work in confined spaces such as manholes and shafts;
- Read various measuring devices accurately;
- Operate a PA DOT class C motor vehicle safely;
- Walk long distances over varied terrain;
- Communicate via telephone and two-way radio;
- Write, type, or dictate information that must be communicated to others.
- Work outdoors in all types of weather;
- Be a credible witness in court.

Coordinates departmental and interdepartmental functions according to the actions of elected and appointed officials, the Township Manager, other departments, and professional staff.

Serves as chief administrative official for land use ordinances, and local agency administrator of state or federally mandated environmental programs.
ESSENTIAL FUNCTIONS OF THE JOB continued:
Serves as the staff liaison to the Planning Commission.

Reviews subdivision and land development plans for compliance with Township ordinances and state law.

Coordinates with county and state agencies for permitting and projects such as PennDOT, DEP, FEMA, Cumberland Planning Department, and the Conservation District.

Provide technical information for and assist in the submission of grant requests for public works and parks projects.

Ability to learn and use various software products.

OTHER FUNCTIONS:
Participates on process action teams and other interdepartmental management tasks by assignment or by volunteering.

Maintains required licenses or certifications.

Participates in training and professional associations that enhance the Public Works Director's knowledge of developments in his/her areas of responsibility.

Assesses changing community needs, and adapts staffing, training, regulations, and programs accordingly.

Attends meetings, including evening meetings.

Strives to obtain competency in accordance with employee's evaluation measures.

Approves requisitions and invoices up to the amount set by the Township Manager.

Performs other related duties as assigned.

QUALIFICATIONS:
Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Bachelor’s degree in Civil Engineering.

Registered Professional Engineer in Pennsylvania.

Knowledge of construction methods, materials, and equipment.

Has familiarity with PA Municipalities Planning Code and the ability to quickly learn and administer township land use ordinances.

Has considerable knowledge of the techniques and approaches used in obtaining code compliance.

Ability to inspect construction and identify practices and materials that deviate from code and safety requirements.

Ability to read and interpret plans and drawings.

Ability to maintain inspection records and develop related reports.

Ability to develop and maintain effective working relations with co-workers, customers, elected and appointed Township Officials, design professionals, neighborhood associations, the business community, and other governmental regulatory agencies.

Ability to communicate very effectively and professionally in English both verbally and in writing. This includes the ability to interpret and explain codes and present community relations programs

Proficient in Computer Aided Design (CAD).
QUALIFICATIONS continued:
Ability to use basic office machines and IBM compatible personal computers.

Possesses a valid Pennsylvania Motor Vehicle Operator's License.

Has vision sufficient to qualify for PA Driver’s License in compliance with PennDOT regulations.

Has public works supervisory experience.

Has project management experience.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test and background investigation result (full/part time and temporary personnel).

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

___________________________________________  _______________________
Employee                                             Date

___________________________________________  _______________________
Supervisor                                             Date