

JOB DESCRIPTION

JOB TITLE: Public Works Crew Leader

GENERAL:

1. Work Location: Borough of Youngwood Department of Public Works
2. Work Week: Monday – Friday, minimum requirement of forty (40) hours per week. On call twenty-four (24) hours a day, seven (7) days a week.
3. The Public Works Crew Leader is a supervisory position with responsibility for the operations, maintenance, repair and installation of all public property, equipment and facilities including streets, sidewalks, buildings and grounds. This position includes administrative duties as needed to carry out general responsibilities. The incumbent of this position cannot simultaneously serve or hold any elected Borough office.
4. The position shall be compensated on an hourly basis, with a minimum requirement of forty (40) hours per week, plus other time as needed to perform the duties of the job. The Public Works Crew Leader shall be required to attend regular, special, agenda or administrative meeting of the Council, or any committee thereof, as directed. Attendance at such meetings is not included in the forty (40) hour workweek minimum requirement, though is regarded as additional responsibilities of the position.
5. The Public Works Crew Leader performs under the direction of the Borough Council and Borough Manager. The Crew Leader shall report to the Manager, Committee Chairperson and/or Council, for which a particular project or duty is being performed. Additionally, special projects may be assigned by the Council and the Borough Manager, in writing or verbally. All work shall be reviewed periodically and at completion.
6. The incumbent shall be expected to perform these responsibilities in accordance with established policies, procedures and instructions and is expected to exercise independent judgment and initiative as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Planning and supervision of work for employees in maintenance, repair, construction or installation of streets, alleys, storm drains and Borough equipment. Supervises employees in Public Works department and temporary or summer employees in other departments.
2. Planning and supervision of work for the maintenance and repair of all Borough and public buildings and grounds.
3. Primary contact for; emergency call outs, Protection One, State Police, PennDOT, and resident complaints.
4. Serves as primary watch during inclement weather for the Borough, with frequent surveying of roads and street conditions.

JOB TITLE: Public Works Crew Leader

5. Inspector of street opening permits. Responsible for PA One Calls inspections. Responsible for submitting proper information to the Manager or Administrative Assistant for billing purposes.
6. Responsible for Christmas tree recycling programs and submission of reports to the Borough Manager.
7. Responsible for overseeing the Borough's compost site and following DEP regulations.
8. Must work with Council Committee, Engineer and Borough Manager in regards to the stormwater management program.
9. Administer contract process with vendors and outside contractors, such as, street repairs, tree removal and any special projects as directed.
10. Inspect and administer all Borough contracts and agreements related to public works. Provide updates and briefings to the Borough Council and Manager as needed.
11. Maintain inventory of supplies and equipment.
12. Draft, prepare and submit proposed annual budget for maintenance department to the Borough Manager.
13. Research and identify public (state and federal) and private grants and complete required forms and applications for the Borough as needed. Assist other Borough employees with the same.
14. Stay abreast of DEP and State mandates/requirements and develop required reports based on compliance.
15. Working knowledge of plans, prints and drawings.
16. Must have computer experience working with WORD and EXCEL programs.

OTHER DUTIES AS ASSIGNED

1. Inspect/oversee inspection of vehicles for proper maintenance, repairs and over all upkeep. Responsible for maintaining all equipment/vehicles logs.
2. Inspect traffic lights for adequate operation and maintenance as needed.
3. Investigates and provides needed information for any insurance claims for damaged Borough or public property to the Borough Manager.

JOB TITLE: Public Works Crew Leader

4. Prepare and maintain all relevant reports and Borough records.
5. Perform other assignments and projects as needed.

SPECIALIZED KNOWLEDGE AND LICENSING REQUIREMENTS:

- Thorough knowledge of materials, methods, practices, tools and equipment used in public work activities with ability to operate equipment and machinery.
- Working knowledge of Borough codes, ordinances and procedures, plans, drawings and blueprints.
- Knowledge/implementation of safety policies with Public Works Employees.
- Knowledge of supervisory practices with ability to schedule, manage and train public works employees.
- Ability to work outdoors in inclement weather conditions as well as indoors.
- Ability to work and communicate professionally/effectively with the public.
- Must have a valid Pennsylvania Commercial Driver's License
- High School diploma or equivalent; specialized training in heavy equipment operation with at least five (5) years of progressively responsible experience in public works or related activities.
- Must receive a minimum of eight (8) hours of job-related training annually.