



Position Description

TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: Public Works

REPORTS TO: Township Manager / Board of Supervisors

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-Time

DATE: January 2026

SALARY: Commensurate with experience

GENERAL SUMMARY:

The Public Works Director is a senior-level management position responsible for the leadership, administration, and strategic direction of the Township's Public Works Department. The Director oversees the planning, maintenance, and improvement of public infrastructure and municipal assets to protect public safety, preserve capital investments, and deliver efficient, cost-effective, and transparent services to residents. The position operates in accordance with the Pennsylvania Second Class Township Code and Township policies and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as the Township's chief public works executive, providing professional guidance and recommendations to the Township Manager and Board of Supervisors.
2. Plan, direct, and oversee all Public Works Department operations, including roads, stormwater systems, facilities, parks, fleet, and equipment.

3. Translate Board-adopted ordinances, resolutions, and policies into operational plans.
4. Ensure compliance with federal, state, and local laws, including DEP, PennDOT, OSHA, and MS4 requirements.
5. Develop and maintain asset management and preventive maintenance programs.
6. Prepare and manage operating and capital budgets.
7. Develop multi-year Capital Improvement Plans.
8. Manage procurement, bidding, and contract administration.
9. Oversee capital project design, construction, inspection, and closeout.
10. Identify and assist with grant and intergovernmental funding opportunities.
11. Plan and manage snow and ice control operations and emergency response efforts.
12. Establish performance metrics to evaluate service levels and operational effectiveness.
13. Supervise, evaluate, and support Public Works Department staff.
14. Participate in recruitment, hiring recommendations, discipline, and personnel management.
15. Develop and enforce workplace safety programs and emergency procedures.
16. Serve as the primary public works contact for residents and stakeholders.
17. Coordinate operations with emergency services and other governmental agencies.
18. Prepare reports, agenda items, and technical materials for Board meetings.
19. Represent the Township at professional meetings, trainings, and regional initiatives.
20. Perform other related duties as assigned by the Township Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership, strategic planning, and organizational management skills.
- Thorough knowledge of Pennsylvania Second Class Township operations and public works functions.
- Demonstrated fiscal management and capital planning experience.
- Excellent written, verbal, and public presentation skills.

- Ability to analyze technical, financial, and regulatory information.
- Ability to manage multiple complex projects simultaneously.
- Ability to maintain confidentiality and exercise sound judgment.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in civil engineering, public administration, construction management, environmental science, urban planning, or a related field.
- Seven (7) or more years of progressively responsible experience.
- Senior-level supervisory and management experience.
- Valid Pennsylvania driver's license.
- Ability to obtain and maintain a Pennsylvania CDL within a specified timeframe.
- Equivalent combinations of education and experience may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work is performed in a combination of office, meeting, and field environments, including outdoor conditions and active construction sites. The employee may be required to lift up to 50 pounds, inspect or operate municipal equipment, and respond to emergencies. Availability for after-hours, weekend, and holiday work is required.

GENERAL SIGN-OFF:

This is a full-time position with benefits. Salary will be commensurate with experience and qualifications. Employment with Bethel Township is at-will. The Township reserves the right to amend this job description at any time.

I have read and understand the contents of this job description and certify that I am able to perform these duties.

Applicant Signature: _____ Date: _____