

## **POSITION DESCRIPTION**

**Position Title:** Director of Public Works Department

**Department:** Public Works

**Reports To:** Mayor and Director of Administration

The Director of Public Works oversees the Township's infrastructure, including roads, sanitation, and fleet maintenance, while managing the day-to-day operations of the Public Works Department including the budgets and staff. This executive-level position involves strategic planning, regulatory compliance, emergency response coordination, and reports to the Township Mayor and Director of Administration. They direct operational staff, ensure safety, and manage capital improvement projects.

Salary range is \$120,000 - \$140,000, depending on qualifications and experience. Excellent benefits package. Candidates should submit a cover letter, resume (with three references) and salary history all in one attachment by March 20, 2026, and send to Debra South at [dsouth@bensalempa.gov](mailto:dsouth@bensalempa.gov), or to Township of Bensalem, ATTN: Debra South, 2400 Byberry Road, Bensalem, PA 19020. ***There is a residency requirement that all applicants must live within a twelve (12) mile radius from the Township border.***

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This job description is not intended to be all-inclusive but to present a descriptive list of the range of duties performed by an employee in this position. The Director may also perform other reasonable related business duties as assigned by his/her immediate supervisor. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This is an at-will exempt management position. The position is salaried and no additional compensation is authorized for overtime.

- To plan, direct, manage and oversee the activities, projects, and operations of the Public Works Department including streets maintenance and construction, central maintenance, engineering, traffic engineering, building maintenance, to coordinate assigned activities with other Township departments and outside agencies; and to provide highly responsible and complex administrative support to the Township's Mayor's office.
- Direct the development and implementation of Public Works Department goals, objectives, policies and procedures and priorities.
- Establish, within Township policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain and justify, if necessary, the Public Works Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other Township departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
- Development and evaluation of programs and policies for implementation of departmental and Township needs and goals.
- Assess and monitor the Township's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Represent the Public Works Department to the general public, coordinate/facilitate Public Works activities with public service needs.
- Provide staff assistance to the Mayor; prepare staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
- Investigate and respond to and resolve difficult and sensitive resident inquiries and complaints.
- Perform all other duties as required.

### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

- Operational characteristics, services, and activities of a comprehensive public works program.
- Management skills to analyze programs, policies and operational needs.
- Construction techniques involving streets and roads, drainage systems and flood control.
- Principles and procedures of facility maintenance.
- Principles and procedures of fleet maintenance.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluations.
- Pertinent Federal, State and local laws, codes and regulations.
- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.

- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Public Works Department.
- Determine the feasibility of various municipal projects.
- Identify and respond to community issues, concerns and needs.
- Prepare clear and concise administrative reports.
- Prepare and administer budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Six years of increasingly responsible experience in public works management, construction or a related field, and ten years' experience managing crews in the public or private sectors.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business or Public Administration. A degree in Civil Engineering is desired but not required.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid PA Class III driver's license, as well as a CDL class B license.

### **PHYSICAL DEMANDS**

- Ability to work in a variety of outdoor weather and variable environmental conditions.
- Ability to perform heavy manual work for extended periods of time.
- Ability to work safely in the work place, outdoors and indoors, and near moving mechanical parts, as well as moving vehicles in heavy traffic areas.

- Ability to be subject to possible exposure to hazardous materials and infectious agents.
- Ability to balance, climb, squat, kneel, bend, crawl, stretch, maneuver in tight spaces, and use hands and fingers to handle equipment to perform duties.
- Ability to occasionally lift and/or move at least fifty (50) pounds with or without assistance and up to one hundred (100) pounds with assistance.
- Ability to perform work requiring close, distant, peripheral, and color vision capabilities.
- Ability to operate tools and equipment consisting of, but not limited to: motor vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, chain saws, detection devices, mobile radio, phone, calculator, and a variety of other equipment.

### **WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee mainly works in outside weather conditions, including at times extreme heat or cold. The employee may be exposed to the risk of electrical shock or to wet and/or humid conditions. The noise level in the work environment is usually moderate.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Team members holding this position will be required to perform any other job-related duties as requested. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.