

F. PUBLIC WORKS

1. SUPERINTENDENT OF PUBLIC WORKS

- (a) General Definition. This is an administrative and technical position directing a municipal public works program. This includes overall responsibility for all public works' functions. Work is performed under the general direction of the Director of Administrative Services through conferences and policy directives of Council.
- (b) Typical Examples of Work.
 - (1) Plans, organizes, and administers a program of public works; directs the activities of street construction and maintenance, sewer construction and maintenance, sanitation, parks, and general maintenance.
 - (2) Schedules work assignments for Borough crews; makes visits to work sites to sight-check work in process and completed in conformance to prescribed standards; consults with crew leaders and points out areas of nonconformance and recommends methods of correction.
 - (3) Schedules and supervises work assignments for park, pool filter plant, pool maintenance, recreation areas, and public buildings.
 - (4) Inspects streets and sidewalks for worn paving, potholes, and other conditions; makes list of streets needing repair and assigns them to crews for correction.
 - (5) Investigates complaints pertaining to street repair and maintenance, and makes recommendations based on findings.
 - (6) Investigates complaints of damage to private property allegedly involving the Borough of Bellevue.
 - (7) Inspects sewer connections and determines causes of cave-ins and sewer leakage.
 - (8) Directs sanitation operation of municipality.
 - (9) Directs snow removal and clearance operations in municipality.
 - (10) Supervises the maintenance of all Borough equipment, which includes the maintenance of traffic signs and markings.

- (11) Represents Borough at conferences and meetings in matters of public works.
- (12) Confers with supervisory personnel on construction and maintenance projects and on personnel equipment and work programs needs.
- (13) Records costs of labor and materials for repair projects.
- (14) Performs other related work as required.

(c) Required Knowledge, Skills and Abilities.

- (1) Thorough knowledge of the methods, practices, and equipment used in the maintenance and repair of public facilities.
- (2) Considerable knowledge of the uses and capabilities of automotive and related equipment used in street and highway maintenance and repairs.
- (3) Knowledge of the utilization and operation of snow removal and snow clearance equipment.
- (4) Knowledge of supervisory methods and techniques.
- (5) Ability to understand and interpret sketches and blueprints.
- (6) Ability to understand and follow oral and written instructions.
- (7) Ability to compute costs of labor and materials expended in repair projects.
- (8) Ability to make mathematical computations of moderate difficulty.
- (9) Ability to establish and maintain effective working relationships with associates and the public.

(d) Minimum Acceptable Training and Experience.

- (1) Completion of the twelfth school grade, and
- (2) Considerable experience in the repair and maintenance of municipal streets, sewer systems, and general maintenance, some of which shall have been supervising crews engaged in such work; or considerable experience in highway construction, some of which has been in highway construction inspection

which has included observing and correcting work procedures, examining paving materials for conformance to standards, and computing labor and material costs; or

- (3) Any equivalent combination of acceptable training and experience.
- (4) Possession of a valid commercial motor vehicle operator's license (Class B) issued by the Commonwealth of Pennsylvania.
- (e) Physical and Medical Standards. Ability to meet approved minimum physical and medical standards established for the position.