Dunmore Borough

Job Description: **DPW Director**

Department: DPW

Reports To: Borough Manager

Supervises: All DPW Employees

Job Summary

The DPW Director is responsible for the day-to-day operations of the Department of Public Works, assignment of duties, setting work standards, evaluating employees and responding to the ever-changing needs of the Borough. This position is also responsible for the development and implementation of the departmental budget, the establishment of procedures for emergency call-outs and services to maintain, repair and manage the Borough's streets, storm sewer system, facilities, and Borough parks and open spaces.

The DPW Director manages the union contract for represented employees and must ensure that the City complies with the contract. The DPW Director is a critical position and important member of the Borough's management team. This is an exempt position that reports directly to the Borough Manager and will make regular progress reports to the Borough Council.

Essential Job Responsibilities

- Perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, street, streetlight, storm water and other public works projects and programs.
- Develop and maintain positive working relationships with other jurisdictions and Borough staff.
- Ensure that all equipment is in safe and efficient operating condition and that all safety requirements are adhered to.
- Organize, plan and implement the day-to-day operations and work of the DPW in a manner responsive to public needs.
- Evaluate public works needs and formulate long range master plans and short and long range capital improvement plans to meet needs in all areas of responsibility, including transportation, street, storm water, drainage, street lighting, and building facilities.
- Participate in the development review process, ensuring that adequate attention is paid to the Borough's infrastructure.
- Supervise the preparation of reviews and update the storm water system drainage and street system maps, database, and comprehensive plans.
- Maintain records of inspections, maintenance activity, materials and fixed asset inventories.
- Solve issues and problems relating to employees of the Department to ensure a positive work environment.
- Provide recommendations regarding personnel actions to the Borough Manager.

- Use current payroll software program to track and monitor hours worked by employees, including overtime, for compliance with the union contract and applicable state and federal law.
- Work effectively and efficiently with union representatives.
- Plan and manage Department budget.
- Authorize the payment of invoices.
- Order and process payments for all supplies, equipment and repair materials necessary for continuous operation in keeping with the best management at the lowest cost using Borough policies and procedures.
- Make cost effective use of Borough resources. Keep proper inventories and records for all supplies and fixed assets.
- Supervise public infrastructure projects and construction activities.
- Hire, train, supervise, evaluate and discipline Public Works employees.
- Respond to grievances and serve as part of the Borough's bargaining team in union negotiations.
- Oversee worker safety programs and procedures for compliance with Pennsylvania law.
- Respond to system maintenance and/or emergency service calls outside of scheduled work hours.
- Prepare reports and provide technical comment at public and committee meetings.
- Perform other related functions as assigned.

Required Knowledge, Skills and Abilities

A successful applicant will display the following knowledge, skills and abilities:

- Knowledge of equipment, facilities, methods and procedures used in maintenance, construction and repair techniques on publicly owned structures, storm water and street facilities, including but not limited to related safety procedures and use of personal protective equipment.
- Knowledge of laws, regulations, and practices applicable to Public Works projects, including purchasing procedures.
- Good computer skills, specifically with word processing, spreadsheets, databases and internet.
- High level of interpersonal communications skill, especially in directing and motivating employees, and communicating with management and members of the public.
- High level of organizational skills.
- Ability to troubleshoot technical problems.
- Strong human relations skills necessary to communicate with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict and convey technical concepts to others both orally and in writing.

Required Education/Experience

Minimum High School Diploma or GED (College degree preferred), and at least ten (10) years of Public Works experience, with at least three (3) years of supervisory experience (five (5) years of progressively responsible supervisory experience preferred).

Physical Requirements

- Position will require the ability to frequently reach, stand, walk, bend, twist, grasp, sit, crouch, talk, hear, see, climb and perform repetitive motions.
- Position requires working outdoors in a variety of weather conditions.
- Duties are physically demanding, requiring moving materials weighing up to 50 pounds, and occasionally weighing more than 80 pounds.
- Ability to operate a motor vehicle on Borough business.
- Visual and audible abilities are required to see or hear the various safety and warning alarms, to communicate with others when operating heavy machinery, and to identify safety hazards and warning signage.
- Work is performed daily under all weather conditions and includes exposure to inclement weather, noise, vibrations, heavy traffic conditions and active construction sites.
- The employee may be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, infectious waste, and high voltage equipment requiring the use of safety devices and precautions.

Non-Discrimination Statement

Dunmore Borough provides equal employment opportunities to all employees and applicants for employment. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local laws governing nondiscrimination in employment.

Dunmore Borough will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as amended (ADA).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Dunmore Borough is a Drug Free Workplace.

Additional Information

HR Use ONLY	
Management (Yes/No)	Yes
Exempt/Non Exempt Status	Non-Exempt
Last Revised	November 2026

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____