

**JOB DESCRIPTION FOR THE CITY OF SUNBURY  
PUBLIC WORKS DEPARTMENT**

**JOB TITLE:** SUPERVISOR, PUBLIC WORKS & PARKS AND RECREATION

**FLSA CATEGORY:** Exempt

**JOB OBJECTIVE:** Supervises employees in Public Works Department. Responsible for scheduling and/or performing efficient and effective maintenance of all city-owned properties and equipment.

**ACCOUNTABILITY:** Reports to City Council member in charge of Public Works. Maintains working relationship with the Mayor, other department heads, Penn DOT officials, and the general public to effectively perform duties of the job

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises employees in Public Works Department and assures that employees adhere to all City policies and procedures. Implements new policies and procedures as they occur.
2. Participates in hiring and discipline decisions.
3. Schedules and assigns all work to be completed by department personnel.
4. Schedules hours of work including overtime, days off, vacations, etc.
5. Completes departmental paperwork (payroll, personnel evaluations, etc.) as required.
6. Maintains departmental records (payroll, employee attendance, etc.)
7. Schedules departmental safety meetings and trains personnel in safe working procedures.
8. Oversees training of new departmental personnel.
9. Seeks bids for street paving, trucks and equipment, or others as required
10. Responsible for all vehicle and equipment maintenance.
11. Sets up routes for all city events in coordination with the city clerk's office.
12. With Chief of Police, determines parking signs including handicap parking issues.

13. Deals directly with public complaints and problems and seeks positive resolution.
14. Serves on Shade Tree Commission
15. Maintains excellent personal attendance record; responds to call-ins in emergency situations.

**OTHER DUTIES:**

Performs same or similar work as those supervised, including (but not limited to) street, sidewalk, parking lot, and alley maintenance; line and curb painting; sign and light repair; clearing catch basins; mowing; trimming; trash removal; brush and leaf pick up; mulch stockpiling.

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, perform basic math, and understand and follow directions
- Ability to properly issue oral and written instructions
- Ability to deal courteously with those he/she supervises, City Council, other City employees, and the general public
- Ability to lead others
- Able to be a team player
- Must have mechanical abilities, knowledge, and experience
- Ability to perform each of the listed essential duties in a satisfactory manner

**EDUCATIONAL/LICENSING REQUIREMENTS:**

- High school or equivalent education with previous supervisory experience
- Valid Pennsylvania Driver's License
- Valid Commercial Driver's License, or ability to obtain
- Category 24 Pesticide License, or ability to obtain

**WORK ENVIRONMENT:**

Work is performed in both an office environment and out of doors in all weather conditions. Sitting, standing, walking, kneeling, crouching, pushing, pulling, reaching, lifting (up to 50 lbs. occasionally), carrying, and climbing will be required, depending upon job being performed.

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Employee Date

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Director Date