SUSQUEHANNA TOWNSHIP
ASSISTANT PUBLIC WORKS DIRECTOR - ADMINISTRATION
JOB DESCRIPTION

Position:	Assistant Public Works Director	**FLSA Status:**	Exempt
		Status:	Full-time
Department:	Public Works	**Union Status:**	Non-Union
Reports:	Public Works Director	**Date:**	June 2026

Position Summary

The Assistant Public Works Director assists in planning, organizing, directing, and supervising the operations and personnel of the Public Works Department. This position provides leadership and oversight for the Township's roadway maintenance, stormwater and sewer infrastructure, facilities maintenance, and emergency response activities involving weather and nature disaster related public works hazards.

The Assistant Director serves as a key member of the Township's management team and acts on behalf of the Director of Public Works when assigned. This position assists in ensuring the efficient delivery of public services through effective supervision, project management, budget administration, regulatory compliance, workforce development, and operational planning.

Essential Duties and Responsibilities

Department Operations

- Assist the Director of Public Works in the administration, planning, coordination, and supervision of departmental operations.
- Oversee daily work assignments, project scheduling, equipment utilization, and personnel deployment.
- Coordinate roadway maintenance, drainage improvements, traffic control devices, facilities maintenance, parks maintenance, and related infrastructure activities.
- Monitor work productivity and ensure projects are completed safely, efficiently, and within established timelines.
- Assist in developing short-term and long-range maintenance plans, infrastructure improvements, and capital projects.
- Oversee maintenance activities for Township facilities, grounds, fleet assets, and equipment.

Personnel Management

- Provide direct supervision, leadership, coaching, and development for Public Works personnel.
- Assist with disciplinary actions, hiring recommendations, investigations, workforce development initiatives and assistance in the payroll process as needed.

- Ensure compliance with Township personnel policies, safety standards, and applicable collective bargaining agreements.
- Promote accountability, teamwork, professionalism, and exceptional customer service throughout the department.
- Coordinate employee training programs, certifications, and professional development opportunities.

Project Management and Infrastructure

- Coordinate and assist in public works maintenance, construction, and infrastructure projects from planning through completion.
- Review plans, specifications, project schedules, and construction documents.
- Conduct field inspections and monitor project progress, contractor performance, and quality control standards.
- Assist with preparation of bid specifications, procurement activities, contract administration, and vendor selection.
- Collaborate with Township engineers, consultants, contractors, utility providers, developers, and regulatory agencies.
- Assist with the implementation, optimization and day-to-day management of the department's assets by working with systems such as GIS and PA One Call.
- Directs the intake, trial, tracking and resolution of all public infrastructure complaints.
- Assist as needed with analyzing service request trends and asset performance data to identify reoccurring infrastructure vulnerabilities.

Budget and Asset Management

- Assist in the preparation and administration of departmental operating and capital budgets.
- Monitor expenditures and recommend budget adjustments when necessary.
- Assist with equipment replacement planning and fleet management programs.
- Maintain inventories of materials, equipment, and departmental assets.
- Assist with identifying and pursuing grant opportunities and funding programs.
- Review invoices, purchase requests, and contractor pay applications for accuracy and completeness.

Regulatory Compliance

- Assist in ensuring compliance with federal, state, county, and local regulations affecting Public Works operations.
- Support implementation and compliance with Municipal Separate Storm Sewer System (MS4) requirements.
- Assist with PennDOT coordination, permit administration, and roadway maintenance compliance activities.
- Maintain familiarity with Township ordinances, environmental regulations, safety requirements, and operational standards.
- Support emergency management planning and implementation activities.

Public Relations and Customer Service

- Respond to resident inquiries, complaints, and service requests in a professional and timely manner.
- Represent the Public Works Department at meetings, public events, and community functions as assigned.
- Coordinate departmental activities with other Township departments to ensure effective delivery service.
- Prepare reports, correspondence, presentations, and recommendations for the Director of Public Works, Township Manager, and Board of Commissioners.

Emergency Operations

- Participate in snow and ice control operations, flooding events, severe weather responses, infrastructure failures, and other emergency situations.
- Serve in an on-call capacity and respond to emergencies outside normal business hours as required.
- Act on behalf of the Director of Public Works during periods of absence or as delegated.

Additional Duties

- Attend Township meetings, professional development programs, and training opportunities as needed or requested.
- Maintain required licenses, certifications, and professional credentials.
- Perform other related duties as assigned.

Skills/Knowledge

- Thorough knowledge of municipal public works operations, roadway maintenance, sewer and stormwater drainage systems, fleet management, facilities maintenance, and infrastructure construction.
- Knowledge of public works management principles and supervisory practices.
- Knowledge of budget preparation, expenditure control, and capital planning.
- Knowledge of federal, state, and local regulations applicable to public works operations.
- Knowledge of MS4 stormwater management requirements.
- Knowledge of occupational safety standards and safe work practices.

Abilities

- Ability to plan, organize, and direct multiple projects and operational activities simultaneously.
- Ability to supervise, motivate, and develop employees.
- Ability to read and interpret engineering plans, specifications, contracts, and technical reports.
- Ability to communicate effectively with employees, elected officials, contractors, consultants, regulatory agencies, and residents.
- Ability to analyze operational challenges and implement practical solutions.

- Ability to prepare reports, recommendations, and project updates.
- Ability to exercise sound judgment and professionalism in a municipal environment.

Technology

- Proficiency in Microsoft Office Suite and municipal management software.
- Ability to utilize asset management, GIS, work order, and project management systems.

Education

- Preferred associate's degree in public administration, public works administration or closely related field.
- Minimum of five (5) years of progressively responsible experience in public works, municipal operations, infrastructure maintenance, construction management, sewer/stormwater operations or related field.
- Minimum of three (3) years of supervisory or leadership experience preferred.
- Municipal government experience is strongly preferred.
- Valid Pennsylvania Driver's License required.
- Pennsylvania Commercial Driver's License (CDL) preferred or ability to obtain within twelve (12) months. (minimum Class B)
- Preferred Roads Scholar I certification required within one year if not already obtained.
- Preferred Roads Scholar II certification required after obtaining Road Scholar I within a reasonable timeframe.
- First Aid/CPR/AED certification preferred.

Physical Requirements

- Work is performed in both office and field settings.
- Position requires attendance at construction sites, township facilities, meetings, and project locations.
- May require occasional walking on uneven terrain, climbing, bending, standing, and exposure to weather conditions during site visits.
- May require attendance at evening meetings or hearings, as needed.

Apply

Assistant Public Works Director – Susquehanna Township

Resumes may also be submitted directly to DBucke@susquehannatwp.com, with "Assistant Public Works Director Application" in the subject line.

Equal Employment Opportunity Statement

The Township is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act (ADA), the Pennsylvania Human Relations Act (PHRA), and applicable federal and state laws, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position.

Disclaimer

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties as necessary.

Job Description Acknowledgment

I acknowledge that I have received and reviewed a copy of this Job Description. I understand the essential duties, responsibilities, qualifications, and physical and mental requirements of this position.

I understand that this Job Description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. I further understand that the Township reserves the right to modify, assign, or reassign duties and responsibilities as operational needs require.

I understand that I am expected to comply with all Township policies, procedures, rules, and directives as outlined in the Employee Handbook and as may be amended from time to time.

I acknowledge that this Job Description does not constitute a contract of employment and does not alter my at-will employment status. Employment with the Township may be terminated at any time, with or without cause or notice, subject to applicable law.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding this Job Description and understand the expectations of my position.

Employee Name (Printed): _____

Employee Signature: _____

Position Title: _____

Department: _____

Date: _____