

## **PUBLIC WORKS DIRECTOR**

The Borough of Jefferson Hills, Allegheny County, PA is accepting applications for the position of Public Works Director. This is a highly responsible position that leads a staff of 10 employees. The Public Works Director is an at will, exempt position that reports directly to the Borough Manager. In addition to supervising staff, the director is responsible for the administration of all public works operations, including infrastructure and facility maintenance, bid development, capital planning, department budgeting, developing policies and procedures, reviewing construction plans, and interacting with the public to resolve issues.

Bachelor's degree in public administration, business administration, or some engineering background is preferred. A minimum of five years' experience in a Public Works Department, three of which must have been at the administrative level is required. Must have demonstrated ability to effectively and harmoniously interact with citizens, staff, elected officials, State and other local governments.

The ideal candidate will have excellent communication skills, computer skills, and leadership skills that allow the candidate to develop and maintain effective working relationships with subordinates, other agencies and the public. Benefits and salary commensurate with qualifications and experience. Submit cover letter, resume, three references and salary history to Borough Manager, Borough of Jefferson Hills, 925 Old Clairton Road, Jefferson Hills, PA 15025. The Borough of Jefferson Hills is an Equal Opportunity Employer. Position open until filled.