Director of Public Works

Position Summary

The Borough of Emmaus, PA, a 12,000-resident suburb of the City of Allentown, is accepting applications for the full-time position of Public Works Director. The Public Works Director is a professional position with responsibility for maintenance of the municipal infrastructure services, such as road maintenance rebuilding and paving, sewer lines, the Borough water supply and distribution system, parks, and recreation in the Borough of Emmaus. This position is responsible for the supervision of all public works functions and oversight of Borough-wide vehicle and equipment maintenance and refueling operations. The Public Works Director is responsible for the efficient operation of the department through management of full-time and part-time personnel; management of equipment and supplies; and preparation and management of the annual operating budget. The Public Works Director establishes and maintains goals and objectives as they relate to day-to-day roadway and storm sewer construction and maintenance; maintenance of public parks and properties; maintenance of traffic signals, signs and pavement markings; operation of the leaf waste collection and compost programs; maintenance of vehicles and equipment; emergency response for snow and ice removal, flood, and severe weather mitigation; water supply and distribution; maintenance of sewer collection systems (sewer lines and laterals); records management; and other areas related to municipal public works. He/she represents the Borough before the general public, the business community, other governmental entities and officials on all matters relating to the responsibilities of the department. He/she manages a department possessing approximately 18 full-time employees and a varying number of (approximately 40) seasonal, part-time employees and manages the department operating budget, which totals approximately $1.2 million in general annual expenditures, $500,000 in recreation expenses, $1.2 million in water expenses, $1.6 million in sewer expenses, $200,000 in capital expenses, and the Liquid Fuels budget totaling $584,000. The Public Works Director must detect, analyze, and prepare solutions to civil engineering problems relating to public works, properties, and facilities. Starting salary for the position ranges from $80,000 - $95,000 DOQ.

Qualifications

A preferred candidate’s background includes a bachelor’s degree from an accredited college or university with major course work in civil engineering, business administration, public administration, construction management or a related field; however, management experience in any of the listed service areas may be considered. Licensure as a Registered Engineer, with experience in municipal government operations, is a plus. Five (5) to seven (7) years of progressively responsible experience in the areas of civil engineering, business administration, public administration, construction management, public works, or a related field, including two (2) years of administrative and supervisory responsibility is required. Knowledge of Geographical Information System (GIS) and Municipal Separate Storm Sewer System (MS4) is required, as well as knowledge of sewer collection operations and drinking water system operations. Or, any acceptable combination of education, experience, and/or training that has provided the knowledge, skills, and abilities necessary for an individual to serve as a Public Works Director. A valid driver’s license with a favorable driving record is required.
How to Apply

Interested persons should submit a cover letter and resume to Shane M. Pepe, Borough Manager, 28 S. 4th Street, Emmaus, PA 18049 no later than 12:00 PM on October 28, 2021. A Borough of Emmaus Application for Employment will be required upon further review. Information and an Application for Employment may be found at www.borough.emmaus.pa.us/employment or at Emmaus Borough Hall.

A competitive Emmaus Borough benefit package is available to all full-time employees beginning the first day of employment including medical, prescription, dental, vision and term life insurance; paid time off and holidays; pension plan and deferred compensation plan. EOE