STREETS DEPARTMENT SUPERINTENDENT

Lewistown Borough, Mifflin County, Pennsylvania, is seeking candidates for the position of Streets Department Superintendent who can assist with the duties set forth in the job description in a team environment.

JOB DESCRIPTION

• Supervise Department personnel in all operational aspects of the Department, including street and alley installation and maintenance, storm water collection system and maintenance, street cleaning, snow and ice removal, park and other outdoor maintenance, building and pool maintenance and basic construction, use and repair of department equipment, vehicles, and machinery.

• Prepare Streets Department budget, administer Streets Department budget, prepare financial reports of the Streets Department, present both oral and written reports to the Borough Manager and/or Borough Council on a regular basis and/or as requested.

• Prepare payroll documentation, and maintain documentation as required.

• Maintain control of inventory of Department products and materials.

• Develop short range planning for the Department, including but not limited to scheduling of projects, personnel, and equipment. Assist the Borough Manager and Borough Council in the development of long-range planning for the Department.

• Follow safety rules and procedures prescribed by the Borough of Lewistown or any other governmental regulating agency.
- Efficiently address needs and complaints submitted by the public. Interact with the public in a professional and appropriate manner.

- Develop the required familiarity with office machines and equipment, and computers and software as necessary and as required by the Borough Manager and/or Borough Council.

- Maintain confidentiality in all manners and manner of Borough business and follow proper personnel policies and procedures of the Borough in maintaining individual employee records and in administering the disciplinary policies of the Borough.

- Operate Department vehicles and equipment in a safe, efficient, and professional manner.

- Maintaining alertness and awareness to ensure safety when interacting with both Departmental personnel and equipment, and with public pedestrian and vehicle traffic.

**ADDITIONAL SKILLS**

- Interact cooperatively with other Borough of Lewistown Departments. Serve as a backup supervisor of other Borough Departments as assigned by the Borough Manager. Assist personnel in other Borough departments as assigned or as manpower requires.

- Following the appropriate Motor Vehicle Code and/or PennDOT regulations when undertaking projects where such regulations are applicable.

- Attend meetings, training sessions, public gatherings, and activities as required and/or as assigned.

**MINIMUM JOB REQUIREMENTS**
• Possess a valid and current Class B Commercial Driver's License with Air Brake endorsement or achieve that license within first six months of employment.

• Ability to communicate both orally and in writing, in English, with other employees, Administration, the Borough Council & general public, and to read and interpret basic blueprints and drawings.

• Physical ability and agility to go into the field of Department operations, to oversee and supervise Department activities.

• Knowledge or experience in the installation, repair and/or maintenance of bituminous pavement, concrete, cement, mortar, brick, block, and in the maintenance of streets and alleys.

• Knowledge or experience in the maintenance of traffic signs, signals, traffic paint, and streetlights.

• Knowledge or experience in winter street maintenance, or street cleaning.

• Knowledge or experience in open land and physical property maintenance.

• Knowledge or experience in the operation and maintenance of Department equipment and machinery.

• Knowledge or experience in supervision of a labor workforce.

**SALARY**

The salary is Depending on Qualifications (DOQ) and Experience (DOE) with a detailed compensation package that is commensurate with experience and qualifications.
Please forward a letter of interest, resume, and salary history via email to kzimmerman@lewistownborough.com with the subject line Streets Department Superintendent for consideration.

Lewistown Borough is an equal opportunity employer.