

HANOVER TOWNSHIP
LEHIGH COUNTY, PA

MAINTENANCE SUPERVISOR POSITION

Hanover Township, Lehigh County, is seeking a qualified individual to head the Township's Maintenance/Public Works Department. Municipal government experience a plus. CDL License required (if not already in place) within six (6) months from date of hire. Other government certifications (if not already in place) will need to be secured as needed.

Applicants may apply at the Hanover Township Municipal Building, 2202 Grove Road, Allentown, PA 18109 between the hours of 8:30 a.m. and 4:00 p.m. Resumes shall be submitted with completed application for employment and shall include references and salary requirements. Applicants may view the Job Description for this position on the Township's website at www.hanleco.org. Deadline for submission is November 15, 2011. Equal Opportunity Employer

Sandra A. Pudliner
Township Manager

Date: October 6, 2011

HANOVER TOWNSHIP, LEHIGH COUNTY

MAINTENANCE SUPERVISOR

PRIMARY FUNCTION

Oversees the direction, planning, and organization of the Township Maintenance Department in the general maintenance and repair of Township roads, storm water, water, sanitary sewer facilities, and minor vehicle maintenance. As the Township's Recycling Coordinator, is responsible for garbage/recycling activities in the Township.

SOURCE OF SUPERVISION

The Maintenance Supervisor reports directly to the Township Manager.

DIRECTION OF OTHERS

All Maintenance Department personnel, including the: Crew Chief; Equipment Operator-Mechanics; and Laborer.

JOB RESPONSIBILITIES

1. Responsible for overseeing the maintenance, repair, and care of Township grounds and park and recreation areas.
2. Prepares Department of Environmental Protection water reports and sewer chart and submits weekly and quarterly reports to the State, Allentown, Bethlehem and Catasauqua.
3. Provides liaison between the commercial and residential users and the Township for solid waste/recycling. Responsible for filing quarterly reports to D.E.P. and the Commonwealth of Pennsylvania. Prepares annual solid waste/recycling reports to the Township Council.
4. Inspects Township streets for maintenance, repair, investigates water and sewer problems and schedules the necessary repairs, schedules work assignments in conjunction with the Township Manager taking into consideration seasonal priorities, and checks up on work upon completion.
5. Prepares department budget and recommends capital expenditures for replacement of equipment.
6. Analyzes and submits the need for supplies, materials, and equipment parts and obtains the necessary purchase orders.
7. Develops and implements safety procedures to insure that work is done in a safe and proper manner.
8. Operates maintenance equipment to include sewer jet flusher, front end loader, backhoe, leaf collection equipment, etc.

9. Reads and records figures from water meters and other recording devices.
10. Informs Township Manager of all Maintenance Department activities on a daily basis.
11. Updates and/or replaces all street signs for both parking and traffic control when required.
12. Supervises all snow and ice removal operations which includes preparation of all snow-related equipment, cindering of streets, plowing of all streets, and general clean-up of equipment after clearance.
13. Supervises maintenance and repair of storm water, water, and sanitary sewer facilities and all equipment related to this work.
14. Supervises operation and maintenance of Township metering and pumping stations.
15. Digs trenches with pick and shovel, backfills excavation after repairs have been completed.
16. Pushes wheelbarrow to move sand, asphalt, debris, or stone for street repairs, cold and hot patches streets.
17. Sweeps walks, cuts grass with a push type lawn mower, removes refuse and paper from recreational areas, trims hedges and rakes leaves.
18. Sweeps refuse in gutters with a heavy push broom and gathers into piles for removal.
19. Fills in low areas and keeps play areas free of debris and dangerous obstructions.
20. Loads and unloads heavy material from trucks, etc., moves or aids in moving heavy boxes or equipment and large and bulky objects.
21. Digs post holes and sets posts.
22. Mixes cement and assists in concrete work. Helps flush blocked sewers.
23. Performs the maintenance of water and sewer systems.
24. Performs building maintenance tasks such as painting and custodial duties.
25. Shovels snow; picks up litter from roads; shovels gravel and dirt; and sweeps streets, gutters and sidewalks.

26. Drives and operates light and heavy duty trucks with and without snow plow assemblies.
27. Performs minor maintenance on street equipment such as changing oil, replacing minor worn parts, removing off season equipment from vehicles, changing blades, etc.

REQUIRED KNOWLEDGE AND ABILITIES

Considerable knowledge of road maintenance and repair practices and procedure, considerable knowledge in the maintenance and repair of storm water, water, and sanitary sewer facilities to include the operation and maintenance of metering and pumping stations, knowledge in the operation and functions of all Township motorized equipment and the ability to schedule the necessary repairs and maintenance of same, the ability to establish and maintain good working relationships with fellow associates, employees, and the general public. Ability to read and comprehend utility plans and drawings. (Engineering knowledge background desirable.)

Employee must establish and maintain supervisory control over department employees. Public contact occurs on a frequent basis.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Five years experience performing general road maintenance and repair duties to include the principles of operation and maintenance of road equipment, storm water, water, and sanitary sewer facilities to include the maintenance and operation of metering and pumping stations or any other equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work environment requires constant standing and walking, use of manual hand tools, lifting of objects weighing up to 50 pounds. Disagreeable working conditions when exposed to extreme heat and cold, noise and dirt, and in dealing with sewer-related facilities. Employee is on call 24 hours per day as needed.

LICENSES, CERTIFICATES OR OTHER REQUIREMENTS

Valid driver's license, a valid CDL license issued by the Commonwealth of Pennsylvania required.