

SOUTH LONDONDERRY TOWNSHIP
ASSISTANT TOWNSHIP MANAGER

Job Description -

This is a full-time supervisory position serving the South Londonderry Township Public Works Department providing direct oversight of all Public Works employees including management, leadership, technical direction, and supervision (IE: reviews, etc.) and will report to the Township Manager. The Assistant Township Manager is responsible for the scheduling and prioritization of day-to-day maintenance and operations of the Township infrastructure, including highway, parks, MS-4, Stormwater, zoning, construction, and general operation for the benefit of the public. Collaboration will occur with the Township Manager, South Londonderry Township Supervisors/Boards, and Municipal Authority Board, and Chief of Police when necessary to ensure the infrastructure of the Township is adequately maintained. This individual will serve in the capacity of Township Manager when necessary. This individual maintains thorough records of maintenance of all Township equipment and prepares annual budgets/filings related to the Public Works Department, Highway Liquid Fuels and MS-4 Funds. This individual will be responsible for coding all expenses related to these areas.

Primary Responsibilities –

Oversight of Highway Maintenance:

- Maintains streets, bridges, and secondary roadways in good and sound conditions
- Install and maintain road signs, road markings and coordinate streetlight repairs.
- Provide snow removal of Township streets, parking lots and sidewalks where necessary and organize third party snow plow contractors.
- Maintain equipment in state of good repair and readiness.

Coordination of the Storm Water Management (MS4) program:

- Maintain storm water inlets.
- Work with the Board for initiating approved projects.
- Comply with all necessary rules/regulations/reporting requirements.

Maintain the Parks & Recreation areas:

- Maintain grass and vegetation at Township Parks and other Township Property.
- Maintain all existing playground equipment, ballfields, outbuildings, and common areas in a clean and safe condition.
- Plant, trim, and maintain Township owned trees, shrubs, landscaping, mulch and natural areas.

Oversee the Building Maintenance:

- Maintain Township buildings, facilities, and grounds in a state of good repair.
- Organize tools and supplies in an orderly fashion.
- Maintain an inventory of fixed assets.
- Perform general inspections, safety checks and initiate all deferred maintenance.

Ensure equipment operation is in a safe fashion to include but not limited to:

- Pick-up, dump truck, backhoe, snowplow, blowers, salt spreaders, etc.
- Generators, loaders, trailers, etc.
- Chipper, mowers, chainsaws, weed trimmers, etc.
- Other motorized equipment, including power tools, tampers, grinders, welders, torches, concrete saws, etc.

Effective communication, organization, and supervisory skills:

- Ability to communicate effectively both oral and written skills.
- Able to effectively address residents with difficult situations in a logical manner, while maintaining good relationships and excellent customer service skills.
- Must possess strong organizational and managerial skills, sensitive to safety issues and able to develop a Public Works team cross trained in all aspects of the jobs.
- Assist with Zoning, Permitting, Planning and Code compliance when necessary.
- Ability to develop strong relationships with contractors, local townships, vendors, etc.
- Must possess a positive attitude and be sensitive to confidential matters.

Performs all other duties as may be required and/or assigned by the Board of Supervisors and is on call 24/7, depending on the situation.

This is an at-will position.

QUALIFICATIONS -

- High School graduate with working experience in street construction, public facility maintenance, vehicle maintenance and management, water, sanitary sewer or storm water (MS-4) utilities, PennDOT, Zoning, Planning and related public works activities.
- Computer knowledge with roads, MS4 and sign programs.
- Certification in flagging/directing traffic and/or willingness to obtain.
- Valid Pennsylvania Driver's License /CDL License Preferred.
- Skilled with utilizing Microsoft Office (Word, Excel, etc.) software packages.
- Must be available for continuing education.