



BOROUGH OF TATAMY
NORTHAMPTON COUNTY, PENNSYLVANIA

423 BROAD STREET
PO BOX 218
TATAMY, PA 18085-0218

PHONE: 610.252.7123

FAX: 610.252.2747

October 7, 2018

HELP WANTED: SUPERVISOR, PUBLIC WORKS DEPARTMENT –

40 hours per week – given situational needs may work a varying schedule and/or shift and/or may be required to work outside normal business hours.

JOB RESPONSIBILITIES include

- Direct & coordinate the activities of the Public Works department by performing the duties personally or through subordinate employees.
- Plan, organize, coordinate, supervise & evaluate programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.
- Oversee, perform, & manage comprehensive Public Works duties for the Borough.
- Self-manage and prioritize the workload for the department with significant independence and initiative.

KNOWLEDGE AND SKILLS include

- High school diploma or GED.
- 5-7 years of municipal, construction, maintenance work. Equivalent combinations of education, experience, and Supervisory experience may be considered.
- Excellent interpersonal relations and communications skills. Must be organized with ability to complete and follow through on work in a timely manner.
- Valid CDL Class B, or ability to obtain within 60 days is required.
- Must have, or obtain within one year, Flagger certification through PennDOT, OSHA 10-hr and 30-hr Safety Certified. Additional certifications may be required as needed.
- Able to lift & move 100 lbs. Position includes strenuous work.
- Equipment experience includes but not limited to dump trucks, snow plows, graders, saws, pumps, street sweepers, striping machines, pressure power washers, power, air compressor & tools, jackhammers, wheelbarrows, rakes, rollers, power, hand hydraulic tools, backhoes & front-end loaders.
- Strong PC skills to include suite of Microsoft Office products (Excel, Word, Power point, etc.)

Send Resume & cover letter to:

Tatamy Borough
HR Committee Chair
PO Box 218
Tatamy, PA 18085