

Duryea BOROUGH

Luzerne County, Pennsylvania

315 Main St. Duryea, PA 18642— Phone: 570-655-2829—Fax: 570-457-4792
Carolyn Santee, Borough Manager Carolyn.santee@duryearborough.com

JOB TITLE: Street Department Supervisor

REPORTS TO: Borough Manager with oversight by Borough Council

TIME STATUS: FT Hourly

HOURS: 40 hours per week/occasional over time when necessary.

COMPENSATION & BENEFITS: . Salary commensurate with experience. Medical Benefits, Paid Vacation, Sick Time, and Paid Holidays

POSITION SUMMARY: Act as supervisor for a department workforce that is tasked with providing refuse and recycling collection service to a borough with a population of less than 5,000.

DUTIES:

- Oversee Day to Day Operations of Street Department
- Manage unionize department workforce of FT Drivers, FT & PT Laborers
- Schedule workforce for efficient use of payroll and manpower
- Develop Standard Operating Procedures (SOP) for department management
- Develop and Manage Fleet Maintenance Process
- Oversee and complete road and storm drain maintenance & repair
- Oversee the upkeep of borough properties/grounds keeping
- Complete monthly reports needed for borough records
- Compile invoices for payment
- Assist in implementation of Borough flood protection plan
- Serve as driver (CDL) as needed, and plow driver during winter weather
- Act as borough representative at committee, board, and authority meetings as necessary
- All other duties as assigned by Borough Council

QUALIFICATIONS: 2 to 3 years supervisory experience, Valid Commercial Drive License (CDL). Knowledge of Fleet Management/Vehicle Maintenance best practices. Ability to stand for 5-7 hours at a time. Walking 2-3 hours a day. Lifting, bending, and pushing 30-50lbs regularly.

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As an employer, Duryea Borough, is committed to having employees that are diverse and reflects the citizens that it serves. We strive to maintain a workplace where all employees and applicants for employment receive equal opportunities in all aspects of employment.