

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Special Projects and Programs Supervisor

SUPERVISED BY:

This position reports to and is directed by the Township Manager, who has the authority to comment on and evaluate the position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

SUPERVISES:

The employee in this position shall supervise non-management employees of the Township. The employees supervised by the employee in this position shall change from time to time based on the nature of the Project or Program being supervised by the employee in this position.

FSLA STATUS: Full-time, exempt

WORK SCHEDULE: Monday – Friday, 8:00 am to 4:30 pm, hours may vary as necessary

The employee in this position is expected to attend a minimum of 16 evening meetings a year with the Board of Commissioners (currently scheduled on 3rd and 5th Tuesdays at 7:00 p.m.). Additional evening meetings may be required, typically in October during development of the next year’s budget. The Board of Commissioners reserves the right to change meeting schedules. Employee is also expected to attend planning commission meetings when the content is relevant to the position (currently scheduled 1st Mondays at 6:00 p.m.).

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: 12/17/2019

EFFECTIVE DATE: 01/01/2020



PURPOSE OF THE POSITION:

This is a professional project leader position coordinating and performing senior level tasks involving field and/or office work to support major departmental, construction, or other related projects and programs. Duties include a heavy emphasis on professional support to other management staff by coordinating assigned projects or programs with Township staff, various municipalities, consultants, public agencies, and contractors.

Employees in this classification develop, implement, monitor, and coordinate major program policies, guidelines, and procedures governing large projects, including grant programs, with a minimum of supervision. The incumbent ensures administrative requirements are met and that assignments, projects, operations, or services are completed on schedule.

PRIMARY RESPONSIBILITIES:

- Leads or participates in cross functional project teams. Examples of cross functional projects include, but are not limited to: Municipal Separate Storm Sewer System (MS4) program requirements, various grant programs, intermunicipal requirements for water/sewer/traffic lights, sanitary sewer consent order requirements, networking/IT needs, and risk management.
- Identifies emergent cross functional projects and programs.
- Cross functional projects will include field inspections from time to time, in order to document program effectiveness and completion of program tasks.
- Monitors progress on subject matter assignments, special projects, services, operations, grants, or other activities in accordance with established requirements and schedules.
- Researches and gathers required data to evaluate effectiveness of projects and creates reports communicating such.
- Coordinates problem solving strategies with other management staff towards completion of project/program/grant tasks.
- Designs and/or suggests record keeping procedures to manage project/program/grant records efficiently and effectively.
- Maintains project/program/grant records, as applicable.
- Meets project/program/grant deadlines.
- Research special topics, such as state and federal regulations; compile findings and recommend action items to other management staff towards the completion of project/program/grant tasks.
- Attends meetings and conferences with various entities.
- Executes other duties as directed by the Township Manager or designee.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**1) Education/Experience/Training:**

- High school diploma or GED
- 5 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of supervision or supervisory training; or
- College degree in project management, business, finance, public administration, planning, information technology, and/or a related field and 3 years experience as described above; or

- Any combination of experience and training that may provide the required knowledge and abilities
- 2) Ability to Use / or / Learn to Use and Operate the Following:
- Modern office practices, procedures, methods and equipment; and the use of PC and applicable software, including GIS software and databases.
 - Standard equipment/vehicles typically used in a municipal administrative environment.
- 3) Licenses/Certificates/Registrations:
- Valid Pennsylvania class Driver's License
 - Certification, via a Township-approved instructor, in the inspection of minor stormwater Best Management Practices (BMPs), if/when such certification becomes available
- 4) Required background checks necessary to ensure the individual's ability to work in a law enforcement environment.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures.
- Maintain required licenses, certificates, and/or registrations.
- Apply common sense understanding to carry out instructions.
- Apply principals of risk management.
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision, and without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work under pressure typically associated with this type of position
- Apply supervisory principles to analyze and resolve problems
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time
- Effectively give instructions

- Make presentations to small groups or public meetings.
- Provide leadership, direction, and positive motivation
- Set realistic goals
- With reference to subordinate personnel, the ability to: train, plan, coordinate and organize duties for; assign and efficiently schedule; manage and supervise

PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

IA. In an 8-hour workday, this job requires the physical ability to CONTINUOUSLY:

- A) Sit for up to: 4 hours
- B) Stand for up to: 4 hours
- C) Walk for up to: 4 hours

IB. During an ENTIRE 8-hour workday, this job requires the physical ability to:

- A) Sit for up to: 8 hours
- B) Stand for up to: 8 hours
- C) Walk for up to: 8 hours

II. Job requires the physical ability to LIFT/CARRY:

- A) Up to 30 pounds occasionally
- B) Up to 5 pounds frequently

III. Job requires the physical ability to use hands for repetitive actions such as:
Simple grasping and fine manipulation

V. Job requires the physical ability to function in activities involving:

- A) OCCASIONAL: Bending, squatting, reaching, being around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its

contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____

Please Note:

Complete the following ONLY if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): _____

My Name (Printed): _____

My Name (Signed): _____

Date: _____