**Borough Supervisor**

Beavertown Borough, Beavertown, Pennsylvania, is seeking candidates for the position Borough Supervisor. This is a **Part Time Position**.

**JOB DESCRIPTION**

* Supervise Borough Maintenance Department, including but not limited to street and alley installation/maintenance, storm water collection system/maintenance, street cleaning, snow and ice removal, park and other outdoor maintenance, building and equipment maintenance and basic construction, use and repair of department equipment, vehicles, and machinery.
* Present both oral and written reports to the Borough Council.
* Maintain control of inventory of Borough products and materials.
* Develop short term planning for the borough, including but not limited to scheduling projects, personnel and equipment. Assist Borough Council in development of long term planning for roads, bridges and storm water.
* Operate Borough vehicles and equipment in a safe, efficient and professional manner.
* Attend Borough Council meetings and report monthly Borough checks and projects.

**Minimum Job Requirements**

* Ability to communicate both orally and in writing, with other employees, Administration, the Borough Council & public.
* Read and interpret basic blueprints, drawings Borough Ordinance and legislative rules.
* Physical ability and agility to go into the field of Department operations, to oversee and supervise Department activities.
* Knowledge or experience in the installation, repair and/or maintenance of bituminous pavement, concrete, cement, mortar, brick, block, and in the maintenance of streets and alleys.
* Knowledge of Buildings and Grounds Maintenance and repair.
* Knowledge or experience in the maintenance of traffic signs, signals, traffic paint, and streetlights.
* Knowledge or experience in winter street maintenance, or street cleaning.
* Knowledge or experience in open land and physical property maintenance.
* Knowledge or experience in the operation and maintenance of Department equipment and machinery.
* Knowledge or experience in supervision of a labor work.
* Must have valid driver’s license.

**Salary**

The Salary is Depending on qualifications and Experience with detailed compensation package that is commensurate with experience and qualifications.

Please forward a letter of interest, resume, and salary history via email to [beavertownborough@ptd.net](mailto:beavertownborough@ptd.net) with subject including Borough Supervisor for consideration.

Beavertown Borough is an equal opportunity employer.