



## **ASSISTANT DIRECTOR OF PUBLIC WORKS**

### **SUMMARY:**

The Assistant Director of Public Works oversees the operation of the Township's parks; develops and implements park maintenance and improvements. Assists the Public Works Director with planning, design, and modification to infrastructure and directs operations in absence of Director.

### **GENERAL PURPOSE:**

Provides a variety of complex professional and administrative work in developing, scheduling, and directing the crew leaders and park maintenance teams. Instruct(s) all departments in operating and maintaining facilities and infrastructure to improve efficiency and meet regulatory requirements.

### **SUPERVISION RECEIVED:**

Reports to the Director of Public Works

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Managing and supervising park staff and activities.
- Overseeing the operation, maintenance, and development of park facilities and equipment
- Ensuring visitor safety and compliance with park regulations
- Developing and implementing park management plans
- Managing Park budget
- Coordinating Park construction projects and park beautification
- Assists Director in the day-to-day operations of the divisions of the Public Works department; oversees construction and maintenance of structures and facilities such as roadways.
- Assists Director in developing plans and projects dealing with short- and long-range growth for the Township infrastructure and services; performs research and cost opinions.
- Attends and participates in all required meetings, conferences, and professional seminars; in the absence of the Director attends Township meetings providing information on the operations of the department.
- Develop(s) and administers an integrated arboricultural plan.
- Acts as the Enforcement Official of the Shade and Street Tree Ordinance and attends and participates in all required Shade Tree Commission meetings.



- Works in conjunction with the Shade Tree Commission to ensure the care, preservation, pruning, planting, replanting, removal, or disposition of publicly owned trees and shrubs.
- Assist(s) Director in developing capital and operational budgets for the department; recommends cost effective procedures for maintenance and repair to infrastructure and township facilities.
- Interacts with residents and businesses within the community to provide information and assist in resolving their concerns.

#### **EDUCATION/EXPERIENCE:**

- Graduation from a 4-year college or university with a degree in Horticulture, Landscape Maintenance, and/or a combination of education and relevant work experience.
- Previous experience in the green industry/parks maintenance and building maintenance is preferred. Additional experience in Public Works and/or road construction and maintenance is a plus.
- Possess a current Certified Pesticide Applicators License valid in the state of Pennsylvania or the ability to obtain within six (6) months of hire. Category 23 preferred, additional certification in category 10 is a plus.
- Possess a current CDL License valid in the state of Pennsylvania or the ability to obtain within six (6) months of hire.
- Ability to operate a variety of power construction and ground maintenance equipment.

The position is open as of 2/27/2025 and will remain open until it is filled. Starting with a salary range of \$70,000 - \$75,000 is commensurate with experience. For consideration for this position, please forward a cover letter, resume and three (3) professional references to: Zachary Jackson – Township Manager at [zrjackson@derrytownship.org](mailto:zrjackson@derrytownship.org) or by standard mail to the address below:

Attn: Assistant Public Works Director Search  
Township of Derry  
600 Clearwater Road  
Hershey, PA 17033

For consideration, all applications must be received by **Friday, April 18, 2025, at 5:00 p.m.**

Interview and background investigation will be conducted. The Township of Derry is an Equal Opportunity Employer, committed to providing equal opportunity in recruitment, hiring, and all other employment practices and decisions.