

Glen Rock Borough is now seeking qualified applicants for the position of Public Works Supervisor. Please submit a resume and statement of interest by March 17, 2026 to Borough Secretary Becky Magnani at becky@glenrockpa.org.

Job Title:	Work Supervisor
Department:	Glen Rock Public Works
Title of Supervisor:	Glen Rock Borough President and Borough Council
Schedule:	Typically, Monday through Friday 7:00 am to 3:00 pm; Potentially variable starting and ending times MUST be on call 24/7 for emergencies as they arise, evenings, holidays, nights and weekend unless prior arrangements have been made with the Borough Council President.

Position Summary

Under the direction of the Glen Rock Borough President and Borough Council, the Work Supervisor performs highly responsible supervisory and administrative work overseeing the daily operations of the Borough's Public Works Department. Responsibilities include maintenance of Borough facilities, streets, stormwater systems, fleet operations, infrastructure projects, emergency response activities and to perform any other tasks assigned by council.

Essential Duties and Responsibilities

Supervisory & Administrative Responsibilities

- Develops, implements, and administers department policies and procedures to ensure effective and efficient operations.
- Plans, schedules, and coordinates routine and emergency maintenance of Borough roads, storm sewers, catch basins, sidewalks, bridges, facilities, and other public infrastructure.
- Supervises and allocates personnel, equipment, and materials to support all Public Works functions.
- Conducts inspections of work performed by Public Works staff and contractors.

- Oversees procurement of supplies, materials, vehicles, and equipment.
- Prepares and administers departmental budgets; monitors expenditures and develops short- and long-term capital improvement recommendations.
- Prepares and submits periodic operational and progress reports.
- Responds to citizen inquiries, complaints, and service requests with professionalism and tact.
- Attends Borough meetings and collaborates with municipal officials, engineers, consultants, contractors, and community organizations.
- Promotes and enforces safe work practices and regulatory compliance.
- Maintains working knowledge of applicable ordinances, codes, and regulations.

Operational Responsibilities

- Oversees emergency operations, including snow and ice removal, storm response, flood mitigation, and other public safety events.
- Manages fleet maintenance and recommends vehicle and equipment replacements.
- Administers yard waste, recycling, compost, and related compliance programs, including required reporting and grants.
- Manages street and directional signage programs to ensure regulatory compliance.
- Coordinates with police, state and county agencies, and event planners for road closures, detours, and traffic control.
- Assists with planning, design, and execution of capital improvement projects.
- Supports other municipal departments as needed.

Field and Equipment Operations (as needed)

- Operates and oversees operation of maintenance vehicles and equipment including snowplows, salt spreaders, tractors, mowers, pavement marking equipment, compressors, and related machinery.
- Oversees roadway maintenance activities including asphalt and concrete work, drainage system maintenance, guardrail and sign repair, landscaping, and grounds maintenance.
- Supervises custodial and facility maintenance functions.

- Assists with equipment maintenance and repair as required.
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Qualifications and Skills

- Strong leadership and supervisory skills.
 - Ability to effectively plan, organize, and manage multiple projects and priorities.
 - Strong written and verbal communication skills.
 - Ability to establish and maintain effective working relationships with employees, officials, contractors, and the public.
 - Ability to exercise sound judgment and make decisions under pressure.
 - High level of professionalism, tact, and discretion when handling sensitive matters.
 - Knowledge of public works operations, infrastructure maintenance, and municipal procedures preferred.
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Licenses and Clearances

- Must obtain a Pesticide License within six (6) months of hire and maintain certification.
- Must successfully complete and maintain the following background clearances:
 - Pennsylvania State Police Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
 - Federal Bureau of Investigation Criminal Background Check