

ROAD FOREMAN

Definition

This employee performs supervisory work directing the Township Public Works Department in the repairing and maintaining of Township roads, drainage, signage, buildings, grounds and road equipment. Employee also performs skilled work operating Township road equipment and participating in road maintenance. Work requires the Road Superintendent to independently plan and carry out repair and maintenance projects in accordance with overall road maintenance plans of the Township. He interacts with the public, vendors, contractors, Road Crew, and Township Secretary on a daily basis. The Road Foreman reports directly to the Board of Supervisors. Work is reviewed by the Board of Supervisors through observation of the Road Foreman's adherence to the plans and policies of the Township, Supervision of the road crew and use of good repair and maintenance practices.

Depending on qualifications \$24.00 - \$26.00 per our.

Compensation

Paid time off; sick, vacation, bereavement.
Health and Dental Insurance for Employee Only.
401K

Examples of Work

Inspects Township roads, drainage, signage, buildings, grounds and equipment for required maintenance and repair and correction of unsafe conditions.

Plans, schedules, supervises and participates in maintenance and repair to Township roads, drainage, signage, buildings, grounds and road equipment.

Manages, with the assistance and cooperation of the Township Secretary and Board of Supervisors emergency response to snow, ice and other public works emergencies.

Assures that all Public Works Department employees are properly trained in proper repair, maintenance and operation procedures, including safety.

Directs the purchase of necessary supplies, parts and tools for roads, building and equipment as authorized through the Township's purchasing procedures.

Resolves any road complaints, problems or unsafe conditions and reports such complaints and/or resolution to Township Secretary and Board of Supervisors.

Maintains proper maintenance and inventory records for Township roads, equipment and Public Works Building.

Implements personnel policies within the Public Works Depart, including payroll and time

sheets; performance evaluation; and adherence to all personnel policies.

Compiles information and recommendations for road repair; equipment repair and purchases and building maintenance for budgeting and management purposes.

Oversees and inspects ongoing and completed contracted road work, directing the correction of deficiencies and reporting problems with a contractor to the Township's Secretary and Board of Supervisors.

Performs related work as required.

Required Knowledge, Skills and Abilities

Knowledge of standard practices and techniques of road repair and maintenance; equipment maintenance and operation and building and grounds maintenance.

Skill in the operation of dump trucks, front loaders, snow plows, graders, salt spreaders and similar maintenance equipment.

Ability to recognize road repair needs and to accurately estimate material and labor requirements of specific projects, including basic arithmetic calculations.

Ability to plan, assign and direct the work of all Public Works Department employees.

Knowledge of laws, regulations and other requirements applicable to municipal public works operations.

Ability to effectively communicate both verbally and in writing; to read complex manuals, specifications and Township policies and memoranda; and to develop and maintain good relationships with citizens.

Minimum Experience and Training

High School Diploma or GED.

Five (5) years experience in road maintenance and repair; building and grounds maintenance; or similar work, including operation and maintenance of road equipment and the supervision of other workers.

PennDot experience a plus.

Additional Requirements

Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicle to be operated, including a Commercial Driver's License.

Physical requirements

Ability of lift 80 pounds.

Ability to drive long hours during emergency operation.

Ability to perform manual labor in a multiplicity of public works situations.