

# TOWNSHIP OF MOON

## JOB DESCRIPTION

**DEPARTMENT:** PUBLIC WORKS

**JOB TITLE:** PUBLIC WORKS FOREMAN

**IMMEDIATE SUPERVISOR:** PUBLIC WORKS OPERATIONS MANAGER

**REVISION DATE:** JANUARY 15, 2020

### **PRIMARY FUNCTION:**

Performs high level supervisory, administrative and professional work in the planning, organizing, directing and supervising work in the Public Works Department, including environmental, street, traffic control, maintenance and other public works projects and programs. The Public Works Foreman receives direct supervision from the Public Works Operations Manager. The work involves great initiative and independent judgment and is periodically reviewed at completion.

Work varies from supervising employees and overseeing projects in the field to the performance of administration tasks such as keeping the database up to date, preparation of reports and memos and working with the Operations Manager to assure that expenditures stay within the approved department budget.

Work is performed during scheduled hours as assigned and may involve additional hours as needed. The position is exempt under the Federal Fair Labor Standards Act.

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

1. Assists with the management and supervision of the Public Works Department to achieve goals within available resources; plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Administers the adopted budget in assigned areas of responsibility through the proper preparation of purchase orders and vouchering.

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4. Works with the Operations Manager to maintain the asset management software is kept up to date with accurate information.
5. Prepares a variety of studies, reports, and related information for decision- making purposes.
6. Implements departmental policies and procedures to improve efficiency and effectiveness of operations.
7. Determines work procedures, prepares work schedule, and directs workflow expeditiously and harmoniously.
8. Issues written and oral instructions; assigns duties and examines work for conformance to policies and procedures.
9. Communicates official plans, policies and procedures to staff.
10. Supervises labor and support staff, whose activities include, among other things:
  - Maintenance of equipment and facilities
  - Maintenance of streets and sewers
  - Maintenance of park areas and recreational equipment.
  - Snow and ice control
  - Inventory control
  - NPDES Storm Sewer Program
  - Special projects coordination implementation
11. Assists in the development and coordination of capital funding and bond issue projects.
12. Assists the preparation of plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts.
13. Implements and oversees park projects.
14. Acts as a liaison with other departments, consulting engineers, construction project engineers, other consultants, Federal, State and County agencies, professional and technical groups, vendors, outside agencies, and others regarding departmental activities and services, and assigned projects.
15. Be available for work-related calls 24 hours a day, 7 days a week, year round and be able to be at the Township garage within thirty (30) minutes of being called to report.
16. Performs tasks as required by the Public Works Operations Manager.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of engineering principals, practices and methods as applicable to municipal settings.
2. Considerable knowledge of applicable laws, regulations, and Township policies affecting department activities.
3. Fluent in the use of a personal computer, including word processing, spreadsheet, and database software; motor vehicle, telephone and radio; copier, fax machine and other office equipment.
4. Ability to carry out complex tasks with accuracy critical to the success of the department.
5. Ability to train, motivate, and supervise personnel effectively.
6. Ability to clearly and effectively communicate orally and in writing in the English language.
7. Ability to plan, organize and complete assigned tasks in a timely fashion.
8. Ability to organize and maintain records and files.
9. Ability to analyze and prepare complex reports.
10. Ability to work and communicate effectively with Township employees, other agencies, and the public.
11. Ability to operate the tools and equipment used in the field of public works.
12. Ability to maintain confidentiality where necessary.

**REQUIRED TRAINING AND EXPERIENCE:**

1. Graduation from high school or GED equivalent.
2. Minimum of eight (8) years' progressively responsible experience in public works management.
3. Experience in overseeing and inspection of paving, capital improvements, and stormwater repair projects.

**LICENSES AND CERTIFICATES:**

1. Possession of a valid Pennsylvania CDL Class A driver's license with Air Brakes designation throughout tenure of employment.
2. Shall be required to undergo the following background checks and maintain the following clearances:
  - Pennsylvania State Police Criminal Record Check
  - Pennsylvania Child Abuse History Clearance
  - Federal Bureau of Investigation Criminal Check

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings in varying weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Incumbent \_\_\_\_\_ Date \_\_\_\_\_