

Public Works Maintenance Foreman

Amity Township, Berks County, PA with a population of 13,396, 33 employees and an annual budget of \$6,000,000 has a need for an experienced foreman. Primary responsibilities include day-to-day direction, operation, and supervision of the Township's road/facilities maintenance staff (4-member crew). Successful applicants will possess at least 5-10 years of relevant experience in managing staff, estimating project costs, union experience, knowledge of federal, state, and local codes/rules/laws, PennDOT and AASHTO regulations. Strong leadership/management and ability to build positive relationships required. Salary dependent upon experience and qualifications. Full benefit package provided. EEO. Qualified, interested applicants should submit resume with salary requirements via mail to Human Resources Mgr., Amity Township, 2004 Weavertown Rd., Douglassville, PA 19518, or email: kbenson@amitytownshippa.com. Applications with Resume due by March 25th at 4PM.

Amity Township Position Description

Job Title: Public Works Maintenance Foreman (Salaried)

General Description - Under the general direction of the Township Manager or his/her designee, the Foreman organizes, schedules, directs, supervises and coordinates the day-to-day operations of the Township road and park/facilities maintenance staff to perform a wide variety of maintenance service, repair, and construction functions to ensure that streets, bridges, buildings, parks, other facilities and associated infrastructure are adequately maintained, safe and useable in accordance with established standards and practices. Strong leadership skills required.

Essential Duties and Responsibilities

1. Exercise independent judgement in preparing and planning schedules, supervises, apportions, leads, and directs the work activities of public works staff, community service workers, volunteers and others involved the daily maintenance responsibilities of the roads and parks maintenance Department. Typical work duties include but are not limited to: both major and minor construction projects, street patching, storm sewer inspection, repair and cleaning, blacktop crack sealing, maintenance and installation of signs, leaf collection, snow removal, roadside mowing, tree trimming, street light installation and repair, repairs and preventative maintenance to all township vehicles and equipment, maintenance and repairs to the garage, and other structures owned by the township, assist with recycling and yard waste, and perform other work as assigned. Conducts inspections.
2. Determine the priorities of the work, evaluate severities, determine the need for overtime work and make recommendation to the Township Manager. Employee shall make overtime assignments in the event of emergencies in accordance with the Teamster's Local 429 contract: and, management's rights therein. Perform such tasks as are necessary to be completed on a day-to-day call out situation or emergency basis.
3. Perform a variety of personnel related functions including, but not limited to scheduling; training and coaching for performance improvement; administering and enforcing departmental policies, rules and regulations and the terms of the Collective Bargaining Agreement; discipline and commending personnel. Handles employee grievances and complaints.
4. Monitor work on a regular basis to: ensure work is being done correctly and safely; assist in problem solving; provide technical assistance and take remedial action to correct performance when needed.
5. Maintain adequate inventory of materials and supplies within budget. Determines and recommends the type of materials, supplies, machinery, equipment, or tools to be bought and stocked. Controls the flow and distribution of materials, tools, and supplies.
6. Develop specifications for contracted services and major projects. Monitor contracted maintenance service provider's and other contractor's work performance to ensure that it complies with specifications.
7. Receives and investigates complaints from citizens and elected officials, then makes a recommendation to the Manager to resolve the matter. Attends public meetings to report activities, address complaints and answer questions.
8. Make recommendations regarding maintenance, repair, and replacement of roads, infrastructure, tools and equipment.

9. Develop maintenance practices that maximize efficiency, are cost effective, meet all codes, regulations, laws, standards, and department policy and that are safe for employees and the public.
10. Conduct training and orientation for new employees, employees assigned to new positions, community service workers, volunteers, and others. Review and monitor performance to identify additional training needs.
11. Assure incident reports are completed for any injury to employees, volunteers, or the public or that result in damage to department or private property and equipment. Complete and file applicable reports with the Manager or proper department manager, while providing copies of all reports to the Manager.
12. Ensure job site, equipment, and employee safety in compliance with OSHA standards and guidelines. Performs monthly toolbox talks. Participates in safety training, meetings and workshops as needed. Provides for the safety and security of employees and property.
13. Ensure compliance with all codes, regulations, laws, standards, and department policy governing the work. Examples of such requirements include: PA One Call, Dept of Transportation Work Zone Traffic Control, Dept. of Environmental Protection (DEP) stream encroachment regulations, DEP fill policy, any and all safety directives and the Township policy manual.
14. Keep the Manager informed of problems with streets, storm water, equipment, or employees.
15. Prepare budget recommendations, working with the Township Manager and Treasurer in formation of the Township Budget in all areas involving the job area and duties. Makes presentation to the Board of Supervisors. Plans and controls budget for area of oversight.
16. Assists Township Manager in negotiations of collective bargaining agreement in the following manners:
 - a. Compares job description/function of the Township employees to similar positions/descriptions in other townships, noting changes where necessary in job duties.
 - b. Compares Township utilization of employees and jobs to that of similar townships for efficiency and effectiveness.
 - c. Assists in assembling wage/hour/duties data for Township in preparation of collective bargaining for Township.
17. Responsible to prepare and maintain a variety of administrative records and reports as assigned.
18. Subject to 24-hour on call.
19. Perform other related duties as assigned.

Skills and Qualifications Required

1 Knowledge of:

- Principles and practices of supervision, training, motivation, and counseling.
- Materials, methods, tools, equipment, practices, and techniques commonly used in the maintenance of streets, storm sewers, streetlights, signs, buildings, related equipment, and infrastructure.
- Vehicle and equipment maintenance skills, techniques, and methods.
- Federal, State, and local codes, regulations, laws, standards, and department policy governing the work, including but not limited to PENNDOT Publication 408, certain AASHTO regulations regarding stone and asphalt.
Occupational hazards, safety regulations, safe work practices and safety equipment related to the work. Basic word processing and spreadsheet computer skills.

2 Ability to:

- Schedule, train, coordinate, direct, monitor and evaluate the work of staff and volunteers.
- Work side-by-side with staff as well as get work done through others.
- Organize tasks, work toward established goals, and adhere to established budgets and time frames.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with elected officials, supervisors, subordinates, co-workers, and the general public.
- Understand and follow technical oral and written instructions
- Work with a minimum of supervision and exercise independent judgment.
- Operate a variety of hand and power equipment in a safe and effective manner.
- Tolerate work, which may include exposure to unfavorable weather conditions; potentially hazardous chemicals; vibration; fumes or airborne particles; loud noise levels; a variety of potentially hazardous tools and equipment.
- Tolerate considerable walking, standing, lifting, kneeling, and stooping in the performance of duties.
- Safely lift and move items weighing in excess of 50 lbs. occasionally and up to 25 lbs. frequently.
- Evaluate difficult problems and develop a plan of action to correct.
- Prepare clear, concise reports, correspondence, and other written material.
- Perform skilled or semi-skilled maintenance and repair work.
- Read and interpret data, information and documents including construction drawings and specifications.
- Understand, explain, and enforce Federal, State, and local codes, laws, regulations and department policies and procedures.
- Perform a variety of manual tasks for extended periods of time and be aware of occupational and public safety hazards, utilizing standard safety practices.
- Prepare the Township annual “paving” projects, including bids and specifications.
- Establish working relationship with PENNDOT Municipal Services Representative, DBASD Director of Facilities, Director of Athletics, and others.

Minimum Education & Training:

- Five (5) to ten (10) years of experience in the maintenance and repair of roads and streets, storm sewers and other public works infrastructure. Two (2) years of experience at the administrative level (planning, scheduling, designing, and budgeting); and, at least two (2) of which involved planning, directing, and supervising the work of other employees.

AND

Education equivalent to graduation from high school. Associates or bachelor’s degree preferred.

OR

Any equivalent combination of experience and training.

- Must possess (or be able to obtain within the first 6 months) and maintain for the duration of employment a valid Commercial Driver’s License (minimum Class B – Class A preferred) and a good driving record.

Position descriptions are intended to present a descriptive list of the range of duties necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Essential duties include but are not limited to those listed above.