

State College Borough

Foreman

Job Description



REPORTS TO: Operations or Public Services Manager
ROLE & LEVEL: T4

DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Foreman leads work in the areas of construction; maintenance and repair of vehicles; equipment; infrastructure; landscape maintenance; and/or sanitation. Assists the Operations or Public Services Manager, as appropriate and listed below, and is responsible for the safe and efficient work of assigned employees or work crews. The Foreman shall provide guidance to and perform the work of equipment operators, maintenance specialists, mechanics, and public works laborer employees and has responsibility for assigning work and supervising employees. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives assignments from assigned manager and is responsible for the completion of assigned work
- Reports regularly to the assigned manager on work progress and employee performance; reports any disciplinary problems; makes recommendations concerning the progress and completion of projects
- Maintains accurate records of work completed, including materials and equipment used and hours worked
- Plans projects, and identifies the labor, equipment and materials needed to accomplish each assigned project
- Responsible for inventory control for projects; keeps accurate up-to-date records of inventory; orders supplies as necessary for the completion of projects
- Monitors equipment and supplies usage and recommends repairs or replacements, as needed
- Monitors employee use of equipment and vehicles to ensure that employees exhibit reasonable care, skill, and attention to the safe operation of all equipment; ensures that employees comply with all recommended safety procedures at work sites; reports any injuries or compliance problems to the assigned manager
- Operates and is responsible for the care of various vehicles, machines and equipment, including power and hand tools

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- Responsible for the completion of PA-One-Calls for all projects assigned; follows up with utilities or contractors when needed
- Serves as after-hours and weekend duty supervisor on a rotating basis
- Assists with other Public Works crews and tasks for daily operations and special events as necessary or directed

Construction (reports to Operations Manager):

- Oversees proper installation of street light foundations, sanitary sewer lines, storm sewer lines, storm sewer inlets, manhole repairs/replacement, concrete sidewalks, and curbs, ramps, and gutters
- Ensures that installation specifications are met and are in accordance with Borough specifications and requirements
- Ensures the public and affected residents and property owners are aware of project schedules and road closures

Fleet Services (reports to Operations Manager):

- Responsible for the maintenance and repair of all Borough equipment and vehicles, both major and minor
- Plans, schedules, and performs preventive maintenance and repair as needed for all Borough equipment and vehicles in conformance with manufacturer's specifications and Borough requirements
- Diagnoses and repairs brake systems, hydraulic systems, engines, transmissions, rear differentials, air systems, and air conditioners; repairs or replaces generators and injectors
- Disassembles, overhauls, and assembles major components such as engines and transmissions, as needed
- Responsible for maintaining repair orders, Pennsylvania state inspection and emissions records, proper disposal of used oil, parts cleaners and records
- Ensures that all diagnostic equipment is kept current
- Maintains annual certification on hydraulic lifts and other shop equipment

Sanitation (reports to Public Services Manager):

- Responsible for commercial and residential refuse collection, assigns appropriate staff to routes, resolves any questions or concerns that arise, and authorizes the collection of missed or overflowing containers
- Responsible for brush and bulk item collection, creates request lists, calculates invoices for large pile collections and communicates with others as appropriate
- Maintains asset tracking system installed in commercial and residential trucks
- Oversees compost facility operations

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Streets and Sewers (reports to Operations Manager):

- Ensures that proper maintenance is being completed on Borough streets and stormwater and sanitary sewer lines
- Ensures sweeping of business and residential streets is scheduled as weather permits and after special events
- Maintains the stormwater and sanitary sewer infrastructure to minimize the impact of storm water runoff
- Ensures that all the sanitary sewer mainlines are clean and manhole lids and frames are in good repair
- Responds to emergency sewer backups/odor concerns and reports any sewage spills, along with a follow up letter, to the Pennsylvania Department of Environmental Protection
- Inspects lines utilizing specialized inspection equipment and software, schedules repairs as needed, and treats sewer lines with root and/or grease treatment
- Works cooperatively to maintain signs and traffic signals to include replacing signs and troubleshooting traffic signals as needed
- Responsible for snow removal to include making suggestions for the development and update of the Borough's Snow Removal Plan, collecting data for storm reports, and ensuring that snow dumpsites are prepared
- Ensures that all traffic control devices are in place and functioning properly
- Works cooperatively to update pavement management evaluation routinely
- Develops and employs traffic control plans for special events and activities
- Schedules annual Work Zone Traffic Control training for all crews and bi-annual confined space training
- Reports on storm water and sewer maintenance for annual reports

Tree (reports to Public Services Manager):

- Provides overall maintenance of public trees, shrubs, turf, flowers and other plant materials to include planting, trimming, pruning, cabling, bracing, fertilizing, removing, insect control, disease control, pesticide application and cavity work
- Assists with tree and other plant selection and landscape design
- Trains other staff on pesticide application procedures
- Assists with compost facility operation

Supervision (all positions):

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems

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- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the operation and maintenance of all equipment for assigned area
- Advanced knowledge of state and federal regulations related to assigned area
- Advanced knowledge of the safety procedures for assigned area
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to apply regulations and work standards fairly and consistently, make work assignments, and meet necessary deadlines accordingly
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate and review work effectively

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four or more years' related experience; or an equivalent combination of education, certification, training, and/or experience. In addition, these licenses and certifications are needed, depending on the assigned work area:

- **All Foreman:** Class "B" CDL license with tank endorsement and no air brake restrictions, Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system response and web ticket entry training; sewer cleaning training; vehicle inspection safety training, and appropriate National Incident Management System training
- **Fleet Services:** Pennsylvania Emissions & Safety Inspection license; Automotive Air Conditioning license
- **Tree:** Pennsylvania Pesticide Applicator certification with core plus categories 6 and 7 and appropriate bucket truck safety training
- **Sanitation:** Professional Recyclers of Pennsylvania certification for Compost Operator and/or Certified Recycling Professional certification

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

None

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date