

PUBLIC WORKS CREW FOREMAN

The Public Works Crew Foreman assists with the proper maintenance and operation of Borough streets, storm and sanitary sewer collection systems, parks, buildings, and properties. The Public Works Crew Foreman is responsible for providing leadership and directing public works crews on the job site when performing utility repairs and other associated work. The position requires light and heavy physical labor and indoor and outdoor work consistent with the operations of the Public Works Department. Evening and weekend work may be required. The Public Works Crew Foreman reports directly to the Assistant Public Works Director.

Specific Duties

- Oversee the proper restoration of utility ditches.
- Perform routine maintenance and repair on vehicles and equipment; change oil, grease, and other duties as required to keep equipment and vehicles in operating condition.
- Blacktop streets, parking lots, and alleys as required; patch potholes as necessary.
- Perform plowing operations to remove ice and snow from roads and sidewalks.
- Perform maintenance, repairs and installation to the storm sewer system and sanitary sewer system.
- Keep public facilities clean and in organized condition; maintain supplies and equipment in a neat and orderly fashion.
- Install and maintain street signs.
- Perform other related work as required to properly maintain and operate the Borough streets, parking lots, storm and sanitary sewer collection systems, parks, buildings and properties as directed.

Required Skills

- Knowledge and experience with supervising and directing crew members.
- Knowledge of construction and maintenance equipment.
- Knowledge in how to properly operate equipment such as a backhoe, skid loader, front-end loader, sewer camera van, and main flushing truck.
- Knowledge of the principles of automotive equipment operation, including hazards and safety precautions concerning automotive equipment.
- Ability to learn basic servicing of motor vehicles.
- Knowledge of the principles of sanitary and storm sewer system installation and repairs.

- Capable of following instructions and directives, and providing direction to crew members.
- Ability to work with minimal supervision.
- Ability to work compatibly with fellow employees and the general public.
- Ability to correctly use mechanical hand tools and power tools.
- Ability to routinely climb into and out of pickup trucks, dump trucks, and other Borough equipment for operation and maintenance.
- Ability to stand for lengthy periods of time.
- Ability to lift and carry heavy bags, supplies, and other equipment up to 100 lbs. in weight.
- Ability to climb into and out of manholes and trenches in order to complete projects.

Job Qualifications

- High school graduate or equivalent; vocational training beneficial.
- Valid Pennsylvania driver's license.
- Valid Class B Commercial Driver's License (CDL).
- Ability to perform light and heavy physical labor, lifting, and indoor and outdoor work as consistent with the operations of the Public Works Department.