

POSITION DESCRIPTION

Jefferson Township
157 Great Belt Road
Butler, Pennsylvania

ROAD FOREMAN

INTRODUCTION:

This position supervises the full-time and part-time permanent and contracted work force who perform road construction and maintenance; building, vehicle, and equipment repair and maintenance; and construction projects. This work takes place on township roads, in and around township buildings, or in township recreational areas. This position requires possession of a valid Class A Pennsylvania Drivers License / Commercial Driver's License, valid Flagger Training Certification, a valid Dirt and Gravel Certification is a plus.

DUTIES include but are not limited to the following:

Supervision:

- Schedules and assigns work, approves Department Employees leave per Union Contract, and offers performance recommendations to Management.
- Trains new employees and assigns duties and responsibilities.
- Implements policies and communication changes directed by the Township Manager.
- Reports all personnel issues to the Township Manager.
- Maintains uniform discipline for all employees and initiates corrective action when appropriate following discussion with the Township Manager.
- Maintain up to date records for employees Flagger Training, CDL License, Dirt and Gravel Certifications
- Provides instruction to contract employees performing special projects.

General Responsibilities:

- Reports township residents' needs, inquiries, and complaints to the Township Manager.
- Presents a yearly road construction project agenda to the Board of Supervisors for approval. This includes a yearly Ride-Along detailing the proposed project agenda.
- Reports regularly to the Township Manager on all matters pertaining to the activities of the road department.
- Provides a written report each month - 5 days prior to each Board of Supervisors' meeting.
- Supervises the bidding process on all road projects working closely with the Township Manager to ensure compliance of rules governing advertising of bids for road materials and equipment.

POSITION DESCRIPTION

- Stays within allotted budget on all purchases for supplies, materials, and equipment. Works with the secretary/treasurer, Township Manager and Board of Supervisors regarding the current budget expenditures and the proposed budget for the coming year.
- Orders all road materials, parts, and supplies needed to complete projects.
- Schedules road projects and road inspections as necessary.
- Respond to Emergency PA One Call notices
- Coordinate with PADOT Municipal Services Representative for Liquid Fuel Projects.
- Perform pre/post onsite inspections and issues road occupancy permits, driveway permits, road bonding in coordination with the Township Manager as needed.
- Keeps proper documentation of all functions of the road department including ordering of supplies, equipment, projects, time and attendance, schedules, etc.
- Assist with annual equipment list for insurance renewals.
- Provides suggested equipment purchase/replacement list to the Board of Supervisors for review. Including cost evaluation, manufacturer and benefits to the Township.
- Attend Township meetings in special circumstances or as requested.
- Attends workshops and seminars to keep abreast of improvements/changes to the industry as approved by the Township Manager and/or Board of Supervisors.
- Other Duties as approved and directed by the Board of Supervisors.

Road / Maintenance Responsibilities:

- Inspects bridges, roads, guide rails, culverts and drains repairing or replacing as necessary.
- Performs fuel tank inspections and maintenance.
- General maintenance of road rights-of-way
- Installs, replaces, and maintains road signs.
- Performs snow removal and applies anti-skid materials. Duties of this responsibility include monitoring of weather conditions especially during winters months, including but not limited to taking road pavement temperatures at all hours of the day to determine when to call-out appropriate personnel.
- Operates all equipment.

KNOWLEDGE / ABILITIES REQUIRED

- Knowledge of state laws pertaining to the operation of motor vehicles.
- Knowledge of laws and regulations governing Work Zone Traffic Control (Publication 203 and 67 PA Code, Chapter 203, or any revisions and updates).
- Ability to understand and follow oral and written communication and instructions.
- Ability to learn and carry out routine mechanical operations.
- Ability to learn and perform the safe operation of specialized maintenance equipment.
- Must pass CDL Drug and Alcohol screening requirements.

SUPERVISION

The Road Foreman performs duties under the direction of the Jefferson Township Manager

POSITION DESCRIPTION

GUIDANCE

Employee will comply with all rules and regulations as governed by the State of Pennsylvania for Second Class Townships. This includes the wearing of all prescribed safety equipment. Employee will follow directions and instructions for the proper use and operation of all power tools and equipment.

PHYSICAL DEMANDS

This position is a physically demanding position. Employee must be able to safely lift a minimum of 75 lbs on a regular and recurring basis; may be required to lift items in excess of 75 lbs. on an occasional basis.

Employee works in adverse weather conditions and reports for duty within 30 minutes of receiving a call to report.