

PUBLIC WORKS DEPARTMENT FOREMAN

Lower Gwynedd Township, a Township of the Second Class in Montgomery County, PA is seeking applicants for a Public Works Department Foreman. The Public Works Foreman performs a variety of skilled and unskilled duties related to Township infrastructure and facilities maintenance and repair. This is a working foreman position that will report directly to the Public Works Director and will be responsible for supervising full-time and seasonal employees within the Public Works Department. The desired applicant will have five (5) years supervisory experience in public works operations or related field in a supervisory or management role. Applicants will have a valid PA driver's license with Class B CDL with Air Brake and Tanker Endorsement (Class A CDL preferred) or the ability to obtain within 6 months from hire, and the equivalent combination, experience and/or training which provides the knowledge and skills necessary to perform the work described in the full job description. Candidates should have a strong work ethic, positive attitude and desire to learn new skills. Competitive salary with an excellent benefits package. Please submit resume, past salary history, employment application, and three professional references to Fred Zollers, Public Works Director, P.O. Box 625, Spring House, PA 19477 or e-mail fzollers@lowergwynedd.org no later than Friday, March 18, 2022.



JOB DESCRIPTION

TITLE: Public Works Foreman
DEPARTMENT: Public Works

REPORTS TO: Public Works Director
EEO JOB CATEGORY: Professional
DATE JOB DESCRIPTION COMPLETED: February 11, 2022

SUMMARY: Lower Gwynedd Township seeks a Public Works Department Foreman who can perform a variety of skilled and unskilled duties related to the Township infrastructure, facilities maintenance and repair. This is a working foreman position that will report directly to the Public Works Director and will be responsible for supervising full time and seasonal employees within the Public Works Department.

TYPICAL EXAMPLES OF WORK: This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties might be required as deemed necessary:

- Supervise and work along with the Highway, Parks, Sewer and Maintenance Departments
- Position requires being available 24 hours, 7 days per week; Able to respond to emergencies
- Perform duties that are similar and related to the work performed by Public Works Staff
- Coordinate and assign daily activities to Public Works Staff
- Maintain daily log and time sheets of staff
- Order materials and supplies for projects and inventory
- Maintain equipment and tool inventory
- Must be able to read land development, grading, sewer and construction plans
- Must be able to communicate clearly and provide feedback to the Public Works Director
- Perform and coordinate winter maintenance activities regarding township roads

and properties

- Operate trucks, tractors and heavy equipment
 - Familiar with PA One Call and the laws pertaining to it
 - Evaluate staff on an annual basis
 - Respond to residential inquiries, work and communicate with public officials, engineers and other governmental agencies
 - Must be able to work within a budget and assist in preparing annual operating and capital budget
 - Successful candidate must be knowledgeable in construction techniques involving street and road construction and maintenance, storm and sanitary sewer maintenance and repair, able to operate Township equipment and vehicles, including but not limited to CDL trucks, sewer jet & vacuum truck, roller, backhoe, skid steer, plate tamper, saws, pumps, compressor, generators, oil jacketed tar pot, snow removal equipment
 - This is a physically demanding position and the individual must be in good physical condition and be able to walk, crouch, climb and carry heavy objects for extended periods and be able to work in all types of weather conditions
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QUALIFICATIONS DESIRED:

- Experience: Five (5) years supervisory experience in public works operations or related field in a supervisory or management role
 - Valid PA driver license – CDL, Class B with air brake and tanker endorsement; Class A CDL preferred; must be able to obtain Class A CDL within 6 months of hire date
 - Equivalent combination of education, experience and or training which provides the knowledge and skills necessary to perform the work
 - Must have basic computer skills
 - Street light and traffic signal experience
 - Prior concrete and asphalt experience
 - Prior wastewater experience
 - Certifications in Confined Space, CPR, Basic First Aid, Flagger Certification, LTAP Road Certifications, certifications related to the essential functions of the position
 - Road management experience
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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, the employee will be required to stand, walk, climb ladders, use his or her hands, operate tools or reach objects. The employee is occasionally required to push, pull, lift or move objects that weigh in excess of 100lbs. While performing the essential duties of the position, the employee may be exposed to heights, dust, noise and moving parts. Due to

the nature of the position the employee must be able to work in all weather conditions.

GENERAL SIGN-OFF:

Lower Gwynedd Township seeks a candidate with a strong work ethic, positive attitude and desire to learn new skills. This is a full-time position with excellent benefits and the salary will commensurate based on experience and qualifications. Resumes can be emailed along with past salary history, employment application, and three professional references to fzollers@lowergwyned.org or mailed to Lower Gwynedd Township P.O. Box 625 1130 N. Bethlehem Pike, Spring House, PA 19477.

The employee is expected to adhere to all Township Policies while employed. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Signature: _____ Date: _____

Department Director Signature: _____ Date: _____