

Job Title: Lower Alsace Township Road Crew Foreman

FSLA: Non-Exempt

Reports to: Lower Alsace Township Manager, and interact with the Township Supervisors

GENERAL DESCRIPTION:

The Township Road Foreman shall supervise the Township road crew full-time and part-time workforce, in addition to any seasonal or subcontracted laborers performing manual work on construction and maintenance projects; train new crew members; schedule and direct work of crew and participate as lead worker; keep time sheets and make reports as required; operate trucks and backhoe equipment and report on the operation and need for additional equipment and outside maintenance; shall be responsible for authorizing purchases of salt, stone, hot and cold bituminous mixes, road signs and posts, and all other road crew purchasing; shall prepare the operating budget for the road crew department and review with the Township Manager; oversee the work of all subcontractors doing work for the Township; maintain the road replacement plan for determining the spending of liquid fuels and general fund budgeted funds; develop and oversee traffic plan when a plan is required for road crew work; review all contracts for road crew projects; prepare specifications for all road crew bids; oversee the advertisement and sales of road crew equipment and vehicles; maintain inventory levels of supplies; along with other tasks which may be requested from time to time.

This position must be able to perform all aspects of road crew's responsibilities. Work includes exposure to the elements, 24 hour availability to perform a variety of emergency call-out duties for potential work hazards such as snowplowing, downed tree removal, and any other hazards created by inclement weather, etc., and on-call responsibility to work during non-traditional hours and in emergency situations, strenuous physical duties such as, but not limited to, lifting and moving small equipment, shoveling or loading bulk quantities of material pertinent to the repair and operation of various types of heavy equipment, maintenance of equipment, public streets, parks and other Township owned facilities.

QUALIFICATIONS:

Shall be a High School graduate. Prior work-related experience in the field of road maintenance, preferably in the field of municipal public works, is preferred, but not a requirement. Shall have knowledge of simple construction tools and automotive equipment. Shall have a CDL operator license and have working knowledge of heavy equipment, i.e., trucks, backhoe, etc. Shall possess a clear, uncited, and safe driving record for a minimum of three years and will be required to participate in the random drug and alcohol testing program in accordance with applicable CDL laws. Shall be able to lift fifty (65) pounds or more.

LANGUAGE SKILLS:

Ability to read and comprehend the English language, understand basic instructions, and compose short correspondences and memos.

ADDITIONAL SKILLS:

Ability to apply common sense understanding to carry out detailed written or oral instruction. Managerial skills will be required, as well as customer service skills needed to receive resident complaints, as well as to resolve and communicate with residents.