

**East Fallowfield Township  
Job Description**

**Position Title:** Road Foreman  
**Reports To:** Township Manager  
**Supervises:** Public Works Department  
**Union Affiliation:** Teamsters Local 107  
**Classification:** Non-Exempt  
**Pay:** Hourly

**I. DESCRIPTION**

The purpose of this job is to plan, direct, manage and oversee the activities, projects and operations of the East Fallowfield Township Public Works Department (“Department”), including building maintenance, street maintenance, park maintenance, snow removal and construction; to coordinate assigned activities with other Township departments and outside agencies; and to provide highly responsible and complex administrative support to the Township Secretary, Treasurer, and Township Manager, as may be requested. The Road Foreman serves as the Department Head for the Public Works Department. In this capacity, the Road Foreman supervises all Public Works Department employees, and reports directly to the Township Manager

Duties and responsibilities include, but are not limited to, the following: collaborating with the Township Manager and other Township personnel to plan and schedule roadwork and park maintenance work to be performed in the Township; assigning and supervising all road crewman/laborers in carrying out the work as scheduled; selecting qualified individuals to work in the Public Works Department, with Township Manager recommendation and Board approval of all recommended hires; monitoring the performance of all employees of the Public Works Department and, when necessary, imposing discipline; performing strenuous physical labor; and operating various heavy equipment relating to the maintenance and repair of Township roads, parks and other public property.

The Road Foreman position is a full-time position. The person who fills this position will be required to perform both administrative duties and labor duties in the field. The person in this position will be required to perform job functions at various locations within and outside of East Fallowfield Township.

**II. GENERAL JOB RELATED REQUIREMENTS**

- May be required to work on nights, weekends and holidays, including religious holidays.
- Regular and predictable attendance is required.

- Must work cooperatively with others.
- Must relate to Township citizens in a professional, courteous and respectful manner.
- May be subject to “on-call” assignment for emergency situations, including, but not limited to, snow, storm, or other weather emergencies and civil defense emergencies. The Road Foreman will be expected to be available during anticipated emergencies. He or she is responsible for ensuring that the Department has the personnel required to respond to all emergency situations, and shall schedule Department personnel accordingly.

### **III. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Township Manager*

- Full management responsibility for all Department services and activities, including building maintenance, street maintenance, park maintenance snow removal and construction; coordinate the design, construction, inspection, and maintenance of all Department activities and projects with third party contractors.
- Plan and schedule highway improvement, road, park and other township maintenance projects and the daily work and operations to be performed by the Township’s laborers on the Township’s roads and other public property.
- Recommend and administer Township and Department policies, practices, standards and procedures.
- Select, supervise, train and evaluate staff.
- Establish, within the Township’s policies, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; research, analyze and evaluate new service delivery methods, procedures and techniques; allocate resources accordingly.
- Plan, direct and coordinate the Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with other Township departments and personnel to identify and resolve problems.
- Handle complaints from the public, whether received by telephone, in writing or in person at the Department office.
- Inspect, on a semi-annual basis, all roadways, culverts and stream channels and then assign classifications to the same according to their adequacy or maintenance status.
- Identify and recommend to the Township Manager maintenance and reconstruction requirements to assure the safety of the public.

- Act as the Township's liaison for PA ONE CALL in response to utility identification notices regarding Township projects or the projects of others within the Township.
- Evaluate, on an ongoing basis, the maintenance requirements for Township equipment, grounds, buildings, roads, Department vehicles and other properties.
- Administer the daily, weekly and monthly preventative maintenance schedules for Department vehicles.
- Coordinate emergency repair services and the dispatch of essential work crews in the Township.
- Oversee implementation of road sign maintenance in the Township.
- Assemble liquid fuels data and complete required reporting documents.
- Attend pre-construction meetings, pre-acceptance and end of maintenance walk-throughs for subdivision and land development projects.
- Develop, implement, administer and enforce Department goals, objectives, policies and procedures; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals, objectives, policies and procedures.
- Monitor Department employee compliance with all work rules and expectations, impose discipline when necessary up to and including written reprimands. In the event an occurrence requires discipline more severe than a verbal reprimand, the Road Foreman shall advise the Township Manager of the same, recommend an appropriate level of discipline and, if necessary, confer with the Township's legal counsel.
- Evaluate the performance of all Department employees; complete performance evaluations on an annual basis.
- Prepare, and coordinate with other applicable individuals in the Township in the preparation of, the Department's annual budget; operate the Department within its budget; determine the feasibility of various municipal projects; prepare clear and concise administrative reports of the Department and assist with financial reports.
- Confer with the Chief of Police on matters of public safety.
- A portion of the Road Foreman's time consists of performing the same or similar type of routine, manual labor that is performed by the Township's road laborers in maintaining and repairing the Township's roads, facilities, roadside drainage swales, culverts, pipes, manholes, storm inlets, landscapes, parks, and other public property. The manual labor to

be performed by the Road Foreman involves strenuous physical effort and exposure to uncomfortable working conditions.

- Conduct prompt investigation and reporting of all accidents, injuries or incidents which involve the threat of moderate-to-serious damage or injuries that have occurred, or are located, on Township roads and property. Maintain complete and accurate records and investigation reports regarding all such accidents, injuries or incidents on Township roads and property.
- Operating various vehicles and heavy equipment, including, but not limited to, dump trucks (with or without a plow and cinder spreader), backhoes, road mowers, and numerous types of hand and power tools.
- Perform administrative functions, inclusive of maintaining all daily work logs for himself/herself, as well as those of all other Department employees as well as maintaining logs of all work performed and materials and supplies used.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Be on-call for emergencies requiring the position's services at any time of the day or night.
- Perform all duties in conformance with appropriate safety and security standards.
- Any other tasks or duties deemed necessary or appropriate by the Township Manager

#### **IV. (ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

##### **Physical & Mental Requirements**

- The person in this position may be required to work and perform physical manual labor in outdoor weather conditions.
- The person in this position may be exposed to severe and/or inclement weather conditions when performing the work required by the position, as well as when traveling to and from the job.
- The person in this position may be exposed to noxious odors, high noise levels, vibration, dirt, dust, grease, oil, diesel fuel, gasoline, sewage, fumes, water, cold, heat, snow and rain.
- The person in this position may be exposed to machinery with moving parts, slippery or uneven surfaces, confined working spaces, unprotected or minimally protected heights and traffic hazards.

- The person in this position may operate, move and transport various vehicles, equipment and machinery, all of which may, from time to time, present a danger of injury, serious injury or death. The person must be able to use body members to operate, work, move or carry equipment, objects or materials.
- The person in this position may be required to lift, push and/or pull tools, equipment and other objects weighing up to eighty (80) pounds.
- The person in this position must have minimum levels of eye/hand/foot coordination.
- The person in this position constantly positions oneself to perform physical labor in a sitting, standing, bending, crouching, stooping, kneeling, walking, climbing or crawling fashion. The person may occasionally be required to ascend/descend a ladder or other similar device in order to perform functions of the job.
- The person in this position may be required to verbally communicate and express oneself to individuals in-person, via telephone and in writing. The person must be able to hear, speak, signal or otherwise convey and exchange accurate information in these situations.
- The person in this position occasionally operates a computer and other office productivity machinery, including, but not limited to, a calculator, copy machine, printer and fax machine.
- The person in this position is required to have the ability to learn and understand relatively complex principles and techniques; to make independent judgment.
- The person in this position must be able to reason, solve problems, especially when confronted with non-routine or emergency circumstances that may require a departure from normal protocol or policy,
- The person in this position is required to have the ability to safely operate all vehicles and equipment at all times.

**In terms of an 8 hour workday:**

**Rarely equals less than 1%; occasionally equals 1% to 25%; frequently equals 26% to 75%; continuously equals 76% to 100%.**

Job requires the physical ability to:

- a) Stand: frequently
- b) Sit: frequently
- c) Walk: frequently

Job requires the physical ability to lift/carry:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: frequently

- c) 21-50 lbs.: frequently
- d) 51-80 lbs.: occasionally
- e) 81-100 lbs.: rarely

Job requires the physical ability to push/pull:

- a) Up to 9 lbs.: frequently
- b) 10-20 lbs.: frequently
- c) 21-50 lbs.: frequently
- d) 51-80 lbs.: occasionally
- e) 81-100 lbs.: occasionally

Job requires the physical ability to use the following repetitive movements:

- a) Fingers: continuously
- b) Wrist: continuously
- c) Arm/Shoulder: continuously
- d) Leg: continuously
- e) Foot: continuously

Job requires the physical ability to function in activities involving:

- a) Bending: continuously
- b) Stooping: continuously
- c) Twisting: continuously
- d) Reaching: continuously
- e) Crouching: continuously
- f) Crawling: rarely
- g) Kneeling: frequently
- h) Climbing: occasionally
- i) Handling: frequently
- j) Pinching: frequently

Job requires the ability to function in the following undesirable working conditions such as exposure to weather or hazardous materials:

All types of weather: rarely

## **V. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Significant knowledge of construction and maintenance practices and techniques, including those involved with streets and roads, drainage systems, flood control and sanitary sewers.
- Knowledge of principles and practices of public works program administration.
- Knowledge of principles of employee supervision, training, and performance evaluation.

- Knowledge of organization, administration and personnel management practices.
- Knowledge of computer applications and programs such as Microsoft Word and Excel.
- Ability to perform physically manual tasks for extended period of time.
- Ability to legally operate a vehicle (*See Section IX* below).
- Knowledge of and ability to drive trucks and other similar vehicles.
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Ability to be on-call for emergencies requiring the position's services at any time of the day or night.
- Ability to establish and maintain effective working relationships with employees, supervisors and others as appropriate.
- Ability to obtain working knowledge of federal, state and local statutes and regulations affecting the position's operations, inclusive of Pennsylvania Liquid Fuels regulations.
- Ability to effectively communicate with others verbally and in writing.
- Ability to understand and carry out written and oral instructions.
- Possess excellent customer service skills.
- Ability to utilize and understand applications and techniques as necessary in the performance of daily operations.
- Knowledge of safe gravel pit practices.
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions.
- Knowledge of paving and paving materials and practices, and draining and culvert construction.
- Ability to read and interpret engineering plans, blueprints, construction drawing and documents and to assist in the development of short term operating plans.

## **VI. GENERAL TRAITS AND ATTRIBUTES**

- Cooperates with the Township Manager and Staff in making the Township building a desirable and pleasant environment for coworkers and the general public.

- Approaches assignments and staff in a constructive and positive manner.
- Is regular, prompt, and efficient in carrying out assignments.
- Demonstrates pride in job performance.
- Reports to work on time, and remains on site during his or her shift.
- Arrives to work clean and well groomed.
- Is resourceful, reliable honest.
- Is careful in the use of language.
- Is not absent from work except when approved vacation or in cases of personal illness, death in the immediate family, unless previous permission has been secured.

## **VII. MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE**

- High School Diploma or its equivalent required.
- Minimum of ten (10) combined years' experience working in public works, construction, production or related fields.
- Successful completion of the Pennsylvania LTAP Roads Scholar Program.
- Approval and recommendation of the Township Manager Prior experience in the use and operation of excavating equipment, plows, and trucks.
- Prior experience in construction, mechanics, landscaping, or other related skills.

## **VIII. REQUIRED LICENSES AND CERTIFICATES**

Must possess a valid Commercial Driver's License (CDL).

The Township Manager reserves the right to amend the Road Foreman's job description from time to time by resolution or ordinance.

My signature below indicates that I have read the job description for the Road Foreman and that I understand the responsibilities, skills and essential job functions as contained therein.

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_