

**BOROUGH OF GETTYSBURG  
DEPARTMENT OF PUBLIC WORKS  
JOB TITLE: FOREMAN  
(Full-Time)  
(Non-Union/Exempt)**



**Job Description**  
(Revised January 2020)

**Definition**

This position is routine skilled supervision and maintenance work involving the daily oversight of the Borough's Public Works Employees. The employee supervises various subordinates and is called on from time-to-time to perform the duties of those subordinates.

Examples of jobs include the operation of trucks to transport tools, equipment and materials, plow snow and spread snow control materials, and operate light and heavy equipment. Work is performed in accordance with established rules and regulations governing the operation of the Public Works Department.

Work hours may vary including evenings, nights, and weekends. This is a Non-Union, salaried position, exempt from overtime. A standard number of hours worked is 2080 annually (40 hours per week, unless circumstances require additional hours).

The employee reports directly to the Public Works Director for assignment of daily tasks. Both the Public Works Director and Foreman work under the direction of the Borough Manager. Specific instructions are given on new duties, but once standard operations are learned, the employee is expected to work independently. The employee may have contact with other Borough Departments and PennDOT to resolve problems. The employee will also interact with the public for the purpose of relaying information or explaining simple procedures. Respect and courtesy are expected when interacting with co-workers or the public.

**Duties of the Position**

Plan, direct, supervise, and evaluate the work of the Borough's Public Works Department.

Provide daily, direct supervision and instructions to Public Works employees in the performance of their duties.

Provide ongoing performance feedback to subordinates and complete an annual performance evaluation for all subordinate employees.

Provide training and guidance to subordinate staff and administer discipline as necessary.

Be available for work-related calls 24 hours a day, 7 days a week, year-round.

Operate equipment in a safe and efficient manner. Examples of this type of equipment include class B and C vehicles, trucks, backhoes, loaders, graders, power hand tools, saws, etc.

Ensure that all subordinate employees adhere to proper safety practices.

Supervise snow removal operations and assist other departments with snow removal throughout the Borough.

Supervise employees restoring public works facilities during and after disasters, both natural and from human-causes, at times that may vary from normal working hours.

Assist skilled tradesmen in major repair and installation work.

Assist with preventive maintenance and minor repairs to equipment such as tractors, mowers, trimmers, saws, and power tools.

Complete reports on the work performed by the Public Works Department. Report to Borough Council in the absence of the Public Works Director.

Observe rules and practices on quality of work, personal conduct, and safe, effective and courteous service to the public and community.

Attend training as assigned.

Maintain the Public Works webpage and Departmental Calendar on the Borough's website, issuing notices, urgent alerts, and other information that is relevant to the effective communications with the community.

Consult with the Shade Tree Commission in the absence of the Public Works Director.

Perform other duties, as assigned, including those of other classifications (higher and lower) as conditions warrant. NOTE: An employee in this position may from time-to-time be assigned to other departments for oversight of maintenance work.

### **Required Knowledge, Skills, and Abilities (KSA's)**

Knowledge of supervisory principles and practices.

Ability to plan and delegate assignments and to direct employees in an efficient manner.

Ability to establish and maintain effective working relationships with supervisors, staff, coworkers, and the general public.

Knowledge of the methods, materials, tools and practices used in the construction and repair of street and storm water systems.

Knowledge of the occupational hazards and safety practices of road maintenance operations.

Ability to communicate well and present ideas effectively to subordinates in both written and oral form.

Knowledge of Borough traffic and parking laws, and PennDOT rules and regulations.

Knowledge of the occupational hazards and safety precautions required in highway maintenance and construction.

Ability to drive a motor vehicle requiring Class C, B, and A licenses.

Ability to perform tasks requiring a mechanical aptitude.

Ability to understand and follow oral and written instructions.

Proficiency in the use of Microsoft Office Suite software and the ability to use email and smart phone technologies.

**Physical Requirements of the Position**

An employee in this class may perform a variety of duties requiring strenuous physical effort and exposure to uncomfortable working conditions.

Position requires sufficient physical capability to do the following:

- Lift heavy objects up to 80 pounds,
- Operate vehicles, construction equipment and power tools, and
- Work under adverse weather conditions.

**Minimum Acceptable Training, Education, and Experience Required**

Completion of high school or its equivalent.

Extensive experience in highway construction, maintenance and repair.

At least one-year of supervisory experience where the employee used a thorough knowledge of and has experience in supervisory principles and practices.

Demonstrated willingness to perform work of a physical nature, especially in the out-of-doors, and at times other than normal business hours.

Possession of a valid Class C; Class B (CDL); Class A (CDL) Pennsylvania Commercial Driver's License.

Willingness to submit to pre-employment drug and alcohol testing and periodic, random drug and alcohol testing.

No record of convictions or ARD dispositions for driving under the influence of drugs and/or alcohol.

No record of felony convictions, and a willingness to submit to a criminal background investigation.

**Signature**      Signature indicates the employee has read and understands the job expectations and requirements.

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Employee Signature

\_\_\_\_\_   
Date