

# State College Borough

## Foreman

### Job Description



**REPORTS TO:** Operations or Public Services Manager  
**ROLE & LEVEL:** T4

**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-exempt

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#### **WORK OBJECTIVE:**

The Foreman leads work in the areas of construction; maintenance and repair of vehicles; equipment; infrastructure; landscape maintenance; and/or sanitation. Assists the Operations or Public Services Manager and is responsible for the safe and efficient work of assigned employees or work crews. The Foreman shall provide guidance to and perform the work of equipment operators, maintenance specialists, mechanics, and public works laborer employees and has responsibility for assigning work and supervising employees. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives assignments from assigned manager and is responsible for the completion of assigned work
- Reports regularly to the assigned manager on work progress and employee performance; reports any disciplinary problems; makes recommendations concerning the progress and completion of projects
- Maintains accurate records of work completed, including materials and equipment used and hours worked
- Plans projects, and identifies the labor, equipment and materials needed to accomplish each assigned project
- Responsible for inventory control for projects; keeps accurate up-to-date records of inventory; orders supplies as necessary for the completion of projects
- Monitors equipment and supplies usage and recommends repairs or replacements, as needed
- Monitors employee use of equipment and vehicles to ensure that employees exhibit reasonable care, skill, and attention to the safe operation of all equipment; ensures that employees comply with all recommended safety procedures at work sites; reports any injuries or compliance problems to the assigned manager
- Operates and is responsible for the care of various vehicles, machines and equipment, including power and hand tools

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- Responsible for the completion of PA-One-Calls for all projects assigned; follows up with utilities or contractors when needed
- Serves as weekend duty supervisor on a rotating basis

#### **Construction:**

- Oversees proper installation of street light foundations, sanitary sewer lines, storm sewer lines, storm sewer inlets, manhole repairs/replacement, concrete sidewalks, and curbs and gutters; ensures that installation specifications are met and are in accordance with requirements
- Notifies the public and affected residents of project schedules and road closures

#### **Fleet Services:**

- Responsible for the maintenance and repair of all Borough equipment and vehicles, both major and minor; plans and schedules preventive maintenance and repair as needed
- Performs preventive maintenance, tune-ups, and lubrication services for all Borough equipment and vehicles in conformance with manufacturer's specifications and Borough requirements
- Diagnoses and repairs brake systems, hydraulic systems, engines, transmissions, rear differentials, air systems, and air conditioners; repairs or replaces generators and injectors
- Disassembles, overhauls, and assembles major components such as engines and transmissions, as needed
- Responsible for maintaining repair orders, Pennsylvania state inspection and emissions records, proper disposal of used oil, parts cleaners and records
- Ensures that all diagnostic equipment is kept up to date with current data available.
- Maintains annual certification on hydraulic lifts and other shop equipment

#### **Streets & Sewers:**

- Ensures that proper maintenance is being completed on Borough streets and stormwater and sanitary sewer lines.
- Ensures sweeping of business & residential streets is scheduled as weather permits and after special events
- Maintains the stormwater/sewer infrastructure and minimizes the impact of storm water runoff
- Ensures that all of the sanitary sewer mainlines are clean and manhole lids and frames are in good repair; responds to emergency sewer backups/odor concerns; reports any sewage spills, along with a follow up letter, to the Pennsylvania Department of Environmental Protection Inspects lines utilizing specialized inspection equipment and software; schedules repairs; treats sewer lines with root and/or grease treatment

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- Maintains signs and traffic signals; replaces signs and troubleshoots traffic signals as needed
- Responsible for snow removal to include making suggestions for the development and update of the Borough's Snow Removal Plan, collecting data for storm reports, and ensuring that snow dumpsites are prepared
- Ensures that all traffic control devices are in place and functioning properly
- Updates Pavement Management "Paver" Bi-annually
- Develops and employs traffic control plans for special events and activities
- Schedules annual Work Zone Traffic Control training for all crews and bi-annual confined space training
- Reports on stormwater and sewer maintenance for annual reports

#### **Tree Crew:**

- Provides overall maintenance of public trees, shrubs, turf, flowers and other plant materials to include planting, trimming, pruning, cabling, bracing, fertilizing, removing, insect control, disease control, pesticide application and cavity work

#### **Sanitation:**

- Responsible for commercial frontload operations; assigns routes to equipment operators within the department; ensures that all requests are covered on a daily basis; resolves any questions or concerns that arise
- Responsible for residential side loader operations; assigns routes to equipment operators within the department; authorizes the collection of missed or overflowing containers
- Responsible for brush and bulk item collection; creates request lists; obtains authorization invoices for large pile collections
- Manages the asset tracking system installed in commercial and residential trucks
- Assists with street, stormwater/sewer, and sanitation maintenance and repair, construction projects, traffic signal and sign maintenance, snow removal operations, and special events when demand is high and/or in the absence of employees or another foremen
- Oversees compost facility operations

#### **Supervision:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes

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- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of the operation and maintenance of all equipment for assigned area
- Advanced knowledge of state and federal regulations related to assigned area
- Advanced knowledge of the safety procedures for assigned area
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to apply regulations and work standards fairly and consistently, make work assignments, and meet necessary deadlines accordingly
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate and review work effectively

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by four or more years' related experience; or an equivalent combination of education, certification, training, and/or experience. In addition, these licenses and certifications are needed, depending on the assigned work area:

- **Construction:** Class "B" CDL license with tank endorsement and no air brake restrictions  
Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system training; Web Ticket Entry training; Vactor Ramjet sewer cleaning training; vehicle inspection safety training
- **Fleet Services:** Class "B" CDL license, Pennsylvania Emissions & Safety Inspection license; Automotive Air Conditioning license  
Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system training; Web Ticket Entry training; Vactor Ramjet sewer cleaning training; vehicle inspection safety training
- **Streets & Sewers:** Class "B" CDL license with tank endorsement and no air brake restrictions; Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system training; Web Ticket Entry training; Vactor Ramjet sewer cleaning training; vehicle inspection safety training

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- **Tree Crew:** Class “B” CDL license with tank endorsement and no air brake restrictions; Pennsylvania Pesticide Applicator certification Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system training; Web Ticket Entry training; Vactor Ramjet sewer cleaning training; vehicle inspection safety training
- **Sanitation:** Class “B” CDL license with tank endorsement and no air brake restrictions Flagger certification training, Work Zone Traffic Control training, Confined Space Entrant/Attendant and Entry Supervisor training; PA-One-Call system training; Web Ticket Entry training; Vactor Ramjet sewer cleaning training; vehicle inspection safety training

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

None

#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

#### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date