

DEPARTMENT OF PUBLIC WORKS FOREMAN

JOB DESCRIPTION - 2026

POSITION SUMMARY:

This position performs administrative and technical work in the administration, planning, coordination and supervision of the activities of the Public Works Department. The Public Works Foreman reports directly to and works under the general supervision of the Township Manager and Road Master.

DUTIES AND RESPONSIBILITIES:

1. To oversee all matters pertaining to the activities of the Department of Public Works and to report regularly to the Township Manager and Road Master.
2. To prepare daily work crew and equipment assignments for all routine or emergency or improvement projects for all township owned roads, bridges, infrastructure, drainage ditches, buildings and park, etc.
3. To report all activities relating to Personnel to the Township Manager; to maintain discipline of all the employees he supervises; to implement evaluation procedures and to initiate corrective action in matters of personnel when he feels it necessary.
4. To maintain, repair and report on the status of all Township Equipment.
5. To prepare an annual department budget, including recommendations for capital equipment procurement.
6. To implement policies and changes directed by the Board of Supervisors and Manager and to assume all duties assigned by the Township Manager and Board of Supervisors.
7. To maintain daily time sheets and logs for all public works employees and equipment as may be needed for payroll, equipment maintenance, and inventory.
8. To order and maintain an inventory of parts, supplies, materials, equipment and tools utilized by the DPW.
9. To meet with township residents, contractors working in the township, township engineers and utility representatives as needed to coordinate all work with any township right of way or on any township property.
10. To represent the Township in the investigation and correction of complaints.
11. To direct and participate in snow/ice removal operations, leaf collection, brush chipping, tree trimming, planting and removal, line painting, crack sealing, ditch cleaning, and any other DPW activities.
12. To conduct safety meetings for the DPW. (Tool Box Talks, etc.)

PUBLIC WORKS FOREMAN- JOB DESCRIPTION - PAGE 2

QUALIFICATIONS:

- A. Skill in operating tools and equipment, including heavy equipment, routinely utilized by the Public Works Department, and the ability to direct others in the safe and efficient use of those items.
- B. Ability to communicate effectively both orally and in writing with employees, engineers, consultants, other governmental agencies, and the general public.
- C. Must possess a CDL license or obtain one within 12 months of starting the position.
- D. Must have the ability to read and write on a high school level, and reason and solve problems.
- E. Must have a high school diploma or equivalent and at least 3 years' experience, entailing duties similar to those required for this position, in construction or public works. Should have a basic knowledge of construction practices, mechanics, confined spaces and trench work.
- F. Must be able to drive all township trucks and operate all of the township road department's equipment including but not limited to: loader, backhoe, chain saws, mower, pumps and air compressors.
- G. Must be able to use basic office equipment and have a basic skill level with computers.

PHYSICAL DEMANDS:

- A. Must be able to see, hear, walk over uneven terrain, stand, squat, shovel, rake, move 50 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc.
- B. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, sewage, fumes, water, cold, heat, humidity, snow and rain.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

This list is not an exhaustive list of all duties and responsibilities, and other duties and responsibilities may be assigned as necessary to maintain the operations and maintain the properties, buildings and infrastructure owned by the Township.