

CITY OF LOCK HAVEN, PENNSYLVANIA

**JOB TITLE:** Public Property Foreman

**WORK SITE:** Department of Public Works

Public Works Maintenance Facility (99 Second Avenue)

**WORK HOURS:** (8 Hrs/Day) (40 Hrs/Wk) Monday-Friday

**SALARY / BENEFITS:** \$26.06 per hour (plus up to 100 hours overtime per calendar year)

**BENEFITS:**

HEALTH HIGHMARK BC/BS	DENTAL UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$63.68/pay	Individual \$1.40/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$153.64/pay	Family \$3.79/pay	

**PTO:** first year 40 hour paid vacation (pro-rated), 10 paid holidays (after 90 days), 32 personal hours, and 8 sick hours per month that can be banked to 640 hours.

**RETIREMENT:** The city provides a defined benefit pension plan. Employees contribute 6% of base regular hourly wage and receive a guaranteed amount on retirement (aged 65) based on prior years' earnings and years of service, regardless of market fluctuations on investment.

**SUPERVISOR:** Public Works Superintendent who reports to the City Manager

**Job Summary:**

This is a first level supervisory, "Hands On" position. The foreman performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of all City-owned properties including parks, levee, dams & reservoirs, and buildings who exercises close supervision over assigned maintenance workers, equipment operators and office staff.

**Essential Job Functions:**

- Plans, schedules and implements construction, maintenance, and operation activities of City-owned buildings, parks, levee and reservoirs; oversees construction and maintenance work to determine acceptability and conformance to standards
- Adheres to the O&M Manual for the levee and conducts all inspections necessary for compliance
- Trains, supervises and disciplines employees performing the duties of maintenance of city-owned facilities and property
- Supervises the control and use of, and assumes responsibility for, all materials, supplies and equipment used in the maintenance, construction and repair of parks, City-owned properties, levee and reservoirs
- Maintains a variety of records relating to personnel, equipment, supplies, and reports
- Advises Public Works Superintendent and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding of parks, City-owned properties, levee and reservoirs
- Interacts with and acts as liaison to regulatory agencies as necessary

- Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary, parts, tools and supplies from stock and requisitioning needed supplies
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress
- Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other City supervisors
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of parks, City owned properties, levee and reservoirs, street lights, traffic control devices and signs and other department facilities to ensure that all equipment is in proper working order
- Analyzes annual operating costs and makes recommendations for department budget
- Provides recommendations regarding equipment purchases and requisitions all supplies and materials needed for effective department operation
- Creates and ensures the annual levee report is provided to the Director to be sent to the USACE

**Marginal Job Functions:**

- Operates a variety of power construction and maintenance equipment
- Serves on various employee or other committees as assigned.

**Qualifications:**

- Education: High School graduate or equivalent
  - Preferred: a degree in construction management, heavy equipment operations, or similar degree
- Experience: Five (5) years of experience relating to the maintenance of property and trees, and the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience
- Must be able to pass background check and criminal history clearance
- Demonstration of Skills and Abilities
  - Valid Pennsylvania driver's license with a CDL license preferred
  - Working knowledge of PennDOT work are regulations, signing requirements and permit process
  - Must possess or obtain within one year DEP Pesticide/Herbicide certification
  - Ability to use computer for word processing, spreadsheets and data entry
  - Ability to maintain records and files and assemble data for reports
  - Ability to exercise good judgement and tact
  - Ability to maintain absolute confidentiality of information
  - Ability to work with minimal direction and supervision
  - Ability to effectively communicate with the public
  - Ability to effectively communicate with other employees
  - Ability to operate public safety radio system
  - Ability to use classifications, ranges, graphs, charts, measuring devices, clocks, watches, counting devices, photographic equipment, and available technology and instrumentation.

- Must be punctual, neat, and able to write legibly

**Physical Performing Elements:**

- Lifting, carrying and dragging 50 pounds regularly, 100 pounds occasionally
- Frequent bending, kneeling, reaching and climbing including ladders
- Standing for long periods of time
- Handling and assembling small parts
- Hearing tones, differing volumes and spoken voices
- Smelling scents
- Seeing close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Walking on uneven and slippery surfaces
- Ascending and descending stairs
- Grasping and holding objects by hand using hands and fingers to handle, feel and operate objects, tools and controls and with reach with hands and arms
- Working safely with equipment with moving mechanical parts
- Work safely in wet and humid conditions in extreme heat and wet and extremely cold conditions
- Use safety practices to reduce exposure to fumes, airborne particles, toxic or caustic chemicals and reduce the risk of electrical shock.
- Use safety practices to work safely in loud field setting where noise level can be loud

**Mental Performing Elements:**

- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal directions
- Ability to take and change an opinion or point of view
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.