

Highway Foreman (Superintendent)

The purpose of this position is to perform supervisory and administrative work in planning, organizing, directing, and supervising the Public Works department. The Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This includes maintenance in the Borough's Parks and related athletic facilities. This position will be a member of the local union.

Supervision:

Performs varied and highly responsible work requiring the exercise of significant leadership, independent judgment, and initiative in the planning, administration, and execution of the department's services to meet community needs. Is directly responsible for oversight of all public works employees.

Direct Report:

Works under the administrative direction of the Assistant Borough Manager and Borough Manager

Job Responsibilities:

- *Recommends hiring of staff*
- *Provides daily direction to the Public Works department.*
- *Prepares employee performance evaluations, and counsels and disciplines staff consistent with Borough policies.*
- *Develops Borough Paving Schedule with Borough Manager and Assistant Borough Manager*
- *Plans, directs and budgets the activities of the Highway Department with input from Borough Public Works Department*
- *Prepares departmental operating and capital budgets*
- *Administers and approves of all expenditures, including payroll, accounts payables, and contracts for outside services.*
- *Supervises the overall administration and direction of highway and sewer collection system operations, including the maintenance and repair of roads and related facilities; the maintenance of vehicles and equipment; limited tree maintenance; snow and ice removal; and roadside brush removal.*
- *Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards.*
- *Plans the utilization of staff and equipment in accordance with work schedules; orders materials and supplies. Manages all road construction projects.*
- *Manages road construction contracts; works closely with contractors to assure the proper fulfillment of the contract.*
- *Represents the department at a variety of different meetings both internally and externally*
- *Responds to complaints, concerns, and questions from the public and other Borough departments.*
- *Performs equipment operation.*
- *Performs limited duties of mechanic as necessary.*

Minimum Qualifications: High school education or G.E.D. and 3 to 5 years of responsible work experience in the management and operations roads, snow removal, and administration; experience including supervisory and budgetary; or any equivalent combination of education and experience.

Abilities Required:

Ability to plan, assign and supervise the work of employees engaged in a variety of road construction and maintenance operations, including route set-ups for plowing and salting operations. Ability to establish and maintain effective and harmonious working relationships with Borough officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets.

Work Environment:

Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.

Salary: \$30.71 per hour

Resumes and letters of interest due October 23, 2020