

ROAD FOREMAN

Bear Creek Township, Luzerne County, is seeking applications to hire a Foreman for its Road Department. This is a full-time, year-round position.

The Road Foreman is responsible for maintaining, inspecting and supervising the maintenance of Township roads, streets and properties; be knowledgeable in the removal and control of ice and snow; ensure all work necessary to carry out the responsibilities imposed by the Board of Supervisors is done and maintain and repair all equipment.

The successful candidate should possess the following skills:

- (1) Able to do road crew duties with the additional supervisory responsibilities listed.
- (2) See that work is being done in a timely and efficient manner.
- (3) Do evaluations of road crew employees as required.
- (4) Schedule the hours of all part-time and/or temporary employees to be called as needed for certain work projects and snow and ice control.
- (5) Report to Township Supervisors when questions or problems require answers.
- (6) Responsible for maintenance of all equipment.
- (7) Responsible for all records that are required to be kept.
 - a. Maintain a 5-year road plan. This plan should include annual cost of roads to be repaired and roads listed in priority of need.
 - b. Bi-weekly payroll hours to be submitted to the Secretary on each Monday following the end of the payroll period.
 - c. Submit a detailed daily report of work done with the payroll report.
 - d. Keep an equipment maintenance log for each piece of equipment.
 - e. Keep a log of all roads and maintenance of them.
 - f. Log all maintenance performed in Township parks and recreation fields.
 - g. Maintain a copy of all training courses completed by road department employees and submit copies to Township Secretary for inclusion in employee files.
 - h. Maintain an inventory of all small tools and supplies located in the garage and shop areas.
 - i. Log all fuel used and submit fuel receipts to Township Secretary.
- (8) Report in writing, via an electronic format, a monthly report of all planned activities to the Township Secretary and Roadmaster.
- (9) Complete all paperwork necessary and required for ordering of materials and supplies.

(10) Work with the Bureau of Municipal Services for approval of all road or bridge projects annually when using State Highway Aid Funds. Consult with the Township secretary to prepare bid and contract forms necessary to complete these projects.

(11) Work with the Township secretary to prepare all necessary bids and contracts for materials and/or equipment to be purchased annually.

(12) Submit a yearly budget.

(13) Responsible for maintenance of Township buildings and grounds.

(14) Follow any additional directives issued by the Board of Supervisors on roads, bridges, township buildings or grounds keeping.

(15) Consult with the Zoning/Code Officer on driveway permits.

(16) Perform PA One Call marking and notification of status to PA One Call as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(1) Knowledge of standard practices and techniques of road maintenance and construction.

(2) Knowledge of the roads, road conditions, and road maintenance needs of Bear Creek Township.

(3) Knowledge of occupational hazards and safety precautions of road maintenance operations.

(4) Ability to recognize road repair needs and to accurately estimate material and labor requirements for specific projects.

(5) Skill in the operation of dump trucks, snow plows, graders, backhoes, high-lifts, mowers, salt spreaders, loaders, and similar maintenance equipment.

(6) Ability to learn and carry out routine mechanical operations.

(7) Ability to understand and follow oral and written instructions.

(8) Ability to assign and direct the work of other employees.

(9) Ability to develop and maintain cooperative relationships with citizens and to schedule work in order to minimize inconvenience to the public.

(10) Ability to work cooperatively with fellow employees.

(11) Sufficient physical strength and freedom from disabling defects to lift heavy objects (minimum 50 lbs.) and work under adverse weather conditions.

TRAINING AND EXPERIENCE REQUIRED:

- (1) Education equivalent to completion of high school or GED.
- (2) Experience in road and street maintenance and repair which includes operation of maintenance vehicles, layout and construction of drainage structures, and mowing road banks.
- (3) Possession of a valid Pennsylvania motor vehicle operator's license and/or the ability to train and obtain a commercial driver's license.
- (4) The township retains the right to circumvent no. 2 under training and experience in order not to lose what they may determine would be a valuable employee.

Insurance and additional benefits:

This full-time position pays a salary that will be commensurate with experience and knowledge. Benefits include paid holidays, vacation and sick time; Health, Dental, Vision and Disability Insurance plus inclusion in the Township pension plan.

Interested and qualified applicants must send a resume and cover letter on or before 12:00 PM on March 29, 2024 to Bear Creek Township Board of Supervisors, Attention: Roadmaster, 3333 Bear Creek Boulevard, Bear Creek Twp, PA 18702 or by emailing bct3333@ptd.net.

Bear Creek Township is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, disability or family status in employment or the provision of services.