

POSITION DESCRIPTION

Title	Assistant Maintenance Foreman	Type	Management - Exempt
Department	Public Works	Union	Non-Union
Date	November 22, 2023	Location	30

General Purpose

In this position, a variety of skilled, technical, and administrative work will be performed in the planning, construction, operation, repair, maintenance, and improvement of the public infrastructure for the Borough of East Stroudsburg. This includes parks, streets, public sidewalks, public alleyways, and public utilities (streetlights, trees, and municipal buildings). The position will assist with supervision of staff and schedule, management of various projects; provide status updates as needed to the Borough Office and Borough Manager, and other duties as assigned. This position will also act on behalf of the Public Works Foreman in his/her absence.

Reporting Structure

Reports directly to the Public Works Foreman and will work under the general supervision of the Public Works Director, and the Borough Manager.

Essential Duties and Responsibilities

1. Exercises close supervision over assigned personnel, including municipal workers A, B, and C. This also includes temporary help, part-time employees, and unpaid employees (interns, etc.) who may be utilized from time to time.
2. Operate trucks of various sizes and weights in the hauling, loading, and unloading of various equipment, materials, and supplies.
3. Operate trucks and construction or power equipment such as mechanized broom, loader, snow loader or blower, snowplow, backhoe, air compressor, tractors, and jets.
4. Operate jackhammers, mowers, chain saws, pavement saws, tampers, and other small equipment and tools to maintain the streets, utility systems, public areas, and parks.
5. Physically work with other crewmembers in digging ditches, hoisting materials, cutting brush, trimming weeds, laying brick and cement, and painting lines for traffic control.
6. Performs maintenance on all municipal buildings as required.
7. Perform routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
8. Assists in the installation and maintenance of traffic control devices.
9. Perform all duties in conformance to appropriate safety and security standards.
10. Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of Borough owned equipment and public infrastructure.
11. Trains and supervises employees performing the duties of maintenance, construction, and repair of the public infrastructure.
12. Submits purchase order requisitions for needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, and conditions of the public infrastructure.
13. Responds to complaints regarding streets, alleyways, and other public infrastructures and determines an appropriate solution. Assures correction of the complaint, and if necessary, responds to the property owner and notifies the Public Works Foreman, Public Works Director, and the Borough Manager when necessary.
14. Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress.
15. Assists in motivating and evaluating personnel by acting as a liaison between the staff and the Public Works Foreman and the Borough Manager when deemed necessary.

16. Provides recommendations regarding heavy equipment purchases and other capital improvements that are required.
17. Operates a variety of construction and maintenance equipment, which may be required to be used in the performance of duties.
18. Maintains various administrative reports and systems to include data input for infrastructure software, CDL regulations, PA One Call system, etc.
19. Acts as Public Works Foreman in the absence of the Public Works Foreman.

Required Minimum Qualifications and Certifications

1. High School Diploma or equivalent required
2. Possess a valid Commercial Driver's License (Class B with air brakes)
3. Four (4) years' experience in the use and operation of medium and heavy equipment and machinery
4. Two (2) years' experience working with or maintenance of utility or street systems

Preferred Knowledge, Skills, and Abilities

1. Two (2) years' supervisory experience of support staff to include scheduling, direction, and motivation of employees; ability to organize and supervise the activities of crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
2. Thorough knowledge of equipment, facilities, materials, procedures, and methodology for maintenance of streets and public infrastructure
3. Knowledge of and working with various computer software applications to include Microsoft Office software, Microsoft Edge, email management, and telecommunications.
4. Minimum of 25 words per minute typing skills
5. Mechanical knowledge of various tools, medium and heavy equipment, machinery, and vehicles

Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk or hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Schedule and Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required from time to time to work nights and weekends.

4. The employee routinely works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and equipment vibrations.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment is usually loud in field settings and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Borough of East Stroudsburg is an Equal Opportunity Employer.