

FULL TIME PUBLIC WORKS WORKING FOREMAN

Charleroi Borough, Washington County, PA population 3,940, 14 FT/PT/Seasonal employees, has a council/manager form of government with a seven (7) member Borough Council and Mayor is seeking qualified applicants for its Full Time Public Works Working Foreman position. This position is in the Collective Bargaining Unit.

The individual plans, directs, reviews and coordinates the Public Works Department and its programs. Programs include road maintenance, asset management, safety, parks and recreation, and others as defined by the Borough Manager including, but not limited to, environmental, street, traffic control, maintenance and other public works projects and programs.

Work includes, but is not limited, to the following:

- Train, supervise, and evaluate the work of subordinate staff
- Understand, interpret, explain and apply laws, rules, regulations, policies, and contracts
- Maintain positive public relations with state and community agencies and the residents of the borough
- Monitor a budget, develop policies and procedures and evaluate program effectiveness
- Prepare and present clear and concise reports and correspondence
- Operates various types of vehicles and equipment, such as dump trucks, pick-up trucks, backhoes, street sweepers, salt spreaders, and snowplows.
- Operates power tools and equipment, such as high lifts, mowers, weed eaters, chain saws, etc.
- May inspect small Public Works construction projects by working with contractors and suppliers as directed by the Borough Manager

This work involves a highly self-motivated individual with excellent communication skills, conflict resolution skills, and the capability of molding to the work environment. This individual will exercise independent judgement on a daily basis, although assignments and supervision are received from the Borough Manager.

The individual shall have the ability to communicate clearly and effectively; establish and maintain effective and positive working relationships with co-workers, management, and the general public; and have a willingness to collaborate and work in a team environment.

PHYSICAL REQUIREMENTS: Frequently lifting/carrying up to 50 pounds, occasionally 100 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to walking, standing, sitting, reaching, climbing, stooping, twisting, kneeling and crouching to perform essential functions. Working conditions are primarily outside in a construction site environment with frequent exposure to temperature extremes, traffic construction, dust, damp/wet surfaces, overhead power lines, high noise, oily surfaces, liquid asphalt, and salt.

Minimum Requirements:

- High School Diploma or equivalent (G.E.D.)
- Construction background or trade school
- Construction standards and work procedures
- Safety rules, standards, and procedures
- Operation of heavy equipment, tools, vehicles, machinery

- Computer skills with a focus on Microsoft Office applications, Google Maps, and others
- Office work
- Customer Service
- Multi-Tasking
- Must possess a valid PA Motor Vehicle License

Preferred Requirements:

- Minimum of two (2) years' experience in public works as well as experience in overseeing and inspection of paving, park improvements and stormwater repair projects
- Municipal Experience
- General knowledge of government operations
- CDL, though not required

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

A hard copy of the following materials must be submitted to the municipal offices for consideration no later than the due date. Charleroi Borough reserves the right to reject any and all application packets for any reason at any time. Benefit package available. Send cover letter, resume, salary range requirement, and three professional references to: Charleroi Borough, Attn: Matt Staniszewski, 338 Fallowfield Avenue, Charleroi, PA 15022. Application period closes April 14, 2023 COB. EOE. DEI. ADA.