

RESOLUTION 2015-241

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION, FOREMAN
PUBLIC WORKS DEPARTMENT**

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Foreman Public Works Department is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Michele A. Rivers, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held on the 17TH day of August 2015, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005

Michele A. Rivers, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: FOREMAN

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION:

STATUS: FULL TIME (X) PART TIME ()

UPDATED: August 17, 2015

DESCRIPTION OF DUTIES

The Foreman shall continue as a working (on the job) employee. He shall work within the parameters of his job title and description as well and job title and description of Foreman. The Foreman shall remain under the direction of the Department Head and shall exercise independent judgement in coordinating and supervising the function of the entire Department. The Foreman shall serves as the Assistant to the Public Works Superintendent and in the absence of the Superintendent be in charge of the department.

This is responsible supervisory work in directing the activities of groups of workers engaged in the work of the entire department; Sanitation/Recycling (solid Waste), Buildings and Grounds, Parks, Roads and Vehicle Maintenance Employee working in this class supervises laborers and equipment. As a working Foreman, employee also operates equipment and labors with employees to accomplish departmental tasks.

Under the general direction of the Department Head, employee uses considerable independent judgement in coordinating and supervising assigned projects.

RESPONSIBILITIES

- Assigns, schedules, and supervises labor crews engaged in the maintenance of roadways, Solid waste, buildings and grounds, parks and beaches, docks & vehicle maintenance.
- Arranges for the use of private and Township equipment, and for the delivery of material, supplies and equipment.
- Assigns schedules and supervises employees.
- Document and keep records
- Works side-by-side with employees in performing all tasks assigned to Public Works Department.
- Performs other, duties as required.
- Supervises the Department in the absence of the Public Works Superintendent.

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety among subordinates.
- Knowledge of all aspects of a Public Works Department including road maintenance, parks and recreation, buildings and grounds maintenance, recycling and sanitation, vehicle maintenance. Ability to establish and maintain effective relationships with subordinates other employees and the public.
- Ability to plan, assign, coordinate and supervise the work of groups of subordinates engaged in a wide variety of projects.
- Ability to understand and follow complex, oral and written directions.
- Ability to keep records and make reports
- Thorough knowledge of the materials, methods, and techniques commonly used in the maintenance and construction of roads and sidewalks, beaches, docks and drainage areas.
- Assist in preparation of budget for department.
- Thorough knowledge of Township policy and procedures.

EDUCATION REQUIREMENTS

- Experience in the supervision of labor crews engaged in the construction and maintenance of roadways, sidewalks, beaches, docks and drainage areas.
- Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- Must be the holder of a valid New Jersey driver's license.
- Must hold a valid Commercial Drivers License.
- Must hold a valid Certified Public Works Manager Certification or obtain a certification within two (2) years of appointment.

SUPERVISION

Department Head
Township Administrator
Township Committee

PHYSICAL DEMANDS

- Ability to meet approved minimal physical and medical standards.