



TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania

Job Announcement

FT Public Works Foreman

New Britain Township has an immediate opening for a full-time Public Works Foreman. The standard work schedule is Monday through Friday, 7 am to 3 pm. Interested applicants must have the ability and willingness to work overtime, including mandatory availability for all forecasted winter and severe weather emergency events.

The Foreman is a mid-level supervisory position responsible for managing the day-to-day operations of the Public Works Department. Duties include assigning and reviewing the work of Public Works laborers and equipment operators, coordinating the maintenance of Township roadways, vehicles, equipment, buildings, and property, overseeing snow plowing and removal operations, and maintaining safe and efficient work sites, under the general direction of the Public Works Superintendent.

Qualified applicants must have a high school diploma or equivalent, 5 years' experience with Public Works related job functions, and a valid Commercial Driver's License (CDL) Class B with Air Brake endorsement.

Salary commensurate with experience and qualifications. The starting rate for this position is \$40.00/hr. Please visit www.NewBritainTownship.org to learn more about New Britain Township and to review the Job Description for this position.

Employment is contingent upon the successful completion of a background check, a pre-employment physical examination, and pre-employment drug and alcohol testing, as required for safety-sensitive commercial driving positions under applicable federal and state regulations. The duties listed above are representative of the essential functions of the position; other related duties may be assigned as needed.

Interested applicants should submit their resumes and any questions via email to employment@nbtpa.us. Applications will be accepted until October 16, 2026.

New Britain Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

The Township complies with the Americans with Disabilities Act and will provide reasonable accommodations to qualified individuals with disabilities in the application process and in performing the essential functions of the position. Applicants who need an accommodation should contact employment@nbtpa.us.



NEW BRITAIN TOWNSHIP

JOB DESCRIPTION

Job Title: Foreman

Date: Sep-26

Department: Public Works

Status: Regular, Full-time, Non-Exempt, Hourly

Supervisor: Public Works Superintendent

Position Summary:

The Public Works Foreman is a mid-level supervisory position within the Township's Public Works Department that is responsible for managing all day-to-day operations pertaining to Public Works. This position is responsible for managing the Public Works crew under the general direction and supervision of the Public Works Superintendent.

Examples of Work – This is not an exclusive list but merely a few examples:

Coordinates the activities and operation of the Public Works Department as directed by the Superintendent including, but not limited to, roadways, vehicles, equipment, buildings, property, and snow plowing and removal;

Responsible to carry out all work assigned by the Township Manager, Assistant Manager, Board of Supervisors, and/or Public Works Superintendent;

Assigns and reviews work with Public Works laborers and equipment operators at the beginning of each shift and redirects work as priorities dictate;

Responsible for the safe and efficient operations of all work sites;

Responsible to maintain proper conduct of subordinates at all work sites and report any problems to the Superintendent;

Makes recommendations to improve work performance, efficiency, quality, and job safety;

Performs the duties of the Superintendent of the Public Works in his absence;

Performs other related duties as required.

Essential Functions:

To always maintain a positive public service attitude;

To establish and maintain effective working relationships with subordinates, contractors, vendors, the public, etc.;

Layout, direct and supervise the work and activities of laborers and equipment operators;

To always maintain safe working conditions on and off site;

To assist all other members of the department and accomplish any of the duties and responsibilities assigned to any other member of the department as needed;

Ability and willingness to accept and work occasional scheduled overtime.

Employees in this position are expected to respond to after-hours calls or notifications from the Township regarding emergencies, severe weather, snow and ice operations, road hazards, infrastructure issues, or other urgent Public Works needs. Depending on the nature and circumstances of the situation, employees may be required to report to work and perform assigned duties.

Possess and maintain a current and valid Commercial Driver's License (CDL) Class B Minimum - Must be able to operate manual transmission and full air brakes (No E, L, or Z restrictions). Notification of status change is required within 24 hours of change.

Job requires the physical ability to do the following:

To function in activities involving walking, bending, squatting, reaching, climbing stairs, driving a vehicle. In addition, the employee may be exposed to sun, dirt, dust, pollen, mud, noise, and changes in weather temperature and conditions including humidity and precipitation, and other ecological exposures (insects, poison ivy, etc.);

To sit, stand, and walk from one place to another;

To lift and carry up to 80 lbs.;

To see and hear.

Required knowledge, skills, and abilities:

Experience and working knowledge in the general use of Public Works Department equipment, vehicles, power tools, hand tools, etc.;

Knowledge of materials, methods, and techniques commonly used in public works activities and operations;

Knowledge of the practices applied to the care and safe operation of public works vehicles, construction and maintenance equipment.

Minimum Qualifications:

A high school diploma or equivalent and 5 years' experience with Public Works related job functions

Use of Microsoft Office365, and any other technology used to manage administrative activities is preferred.

Employee Name: _____ Date Reviewed: _____

Employee Signature: _____ Supervisor Signature: _____

Township Manager Signature: _____