



BOROUGH OF TATAMY

NORTHAMPTON COUNTY, PENNSYLVANIA

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Job Title: Public Works Department Crew Leader

Department: Public Works

Reports To: Borough Manager

Location: Tatamy, PA

Position Summary

The Borough of Tatamy is seeking a motivated and skilled Public Works Crew Leader (Working Lead) to coordinate daily maintenance activities and improve the borough's infrastructure. This role focuses on the efficient execution of daily tasks, combining hands-on labor with the coordination of a small team to ensure the effective upkeep of public spaces, facilities, and borough infrastructure.

Key Responsibilities

Daily Coordination and Team Support

- Onsite Guidance: Provide daily guidance and mentorship to the Public Works team to ensure tasks are completed correctly.
- Task Assignment: Prioritize and assign daily maintenance tasks to ensure efficient workflow and timely project completion.
- Working Leadership: Actively participate in manual labor and maintenance alongside team members, demonstrating best practices and providing on-the-job training.
- Safety Coordination: Ensure the team follows all safety regulations and borough policies while on the job.
- Maintain Employee PTO & Call-Out Schedule.

Hands-on Maintenance and Repair

- General Labor: Perform various manual labor tasks, including street and sidewalk maintenance, landscaping, and park maintenance.
- Infrastructure Care: Execute road maintenance projects, including patching and paving.
- Equipment Operation: Safely operate and perform routine checks on heavy equipment such as backhoes, loaders, and dump trucks.
- Facility Upkeep: Conduct minor repairs and maintenance on borough-owned buildings and facilities.

Operations and Logistics

- Inventory Tracking: Monitor and manage the inventory of materials and supplies to ensure the team has what is needed for daily tasks.
- Equipment Care: Assist in maintaining departmental equipment and vehicles to ensure longevity and proper function.
- Emergency Response: Be available for emergency response duties, including snow removal, storm damage cleanup, and public safety-related incidents.
- Community Interaction: Respond to citizen inquiries or concerns in a professional and helpful manner while in the field.

PUBLIC WORKS CREW LEADER JOB DESCRIPTION

Compliance and High-Level Planning

- Contractor Collaboration: Collaborating with external agencies and contractors for project execution.
- Environmental Regulation: Ensuring the department stays in compliance with all applicable environmental regulations.
- Building Oversight: Broad oversight of the maintenance and repair of borough-owned buildings.
- Attend Public Works & Facilities Committee and Council meetings as needed.

Qualifications, Knowledge, and Skills

- Education: High school diploma or equivalent.
- Licensing: Valid Pennsylvania driver's license; CDL (B) preferred.
- Experience: Minimum of 3–5 years of experience in public works or a related construction/maintenance field.
- Technical Proficiency: Strong skills in operating heavy equipment and performing manual labor.
- Coordination Skills: Proven ability to lead a team through daily tasks while staying organized and solving problems effectively.
- Teamwork: Ability to work both independently and collaboratively in a fast-paced environment.

Strategy and Innovation

- Technology Implementation: Assist in the research, planning, implementation and utilization of new technology to improve efficiency.
- Industry Trends: Staying up to date on industry trends and advancements in public works duties.

Employee Signature _____ Date _____