



Work Crew Foreman / RMS Landfill Operations

Department: Pre-Release Center

Revised: October 2025

DESCRIPTION

The Lycoming County Pre-Release Facility Work Crew Foreman will direct the work of minimum-security prison inmate workers engaged in manual work. This is maintenance work at the full performance level. Work involves supervision and accountability of the Pre-Release inmate workers assigned to work at the Lycoming County Resource Management Recycling Center and landfill perimeter support requirements. This position may require skills in a variety of tasks to maintain and repair buildings and grounds, such as painting, light carpentering, ground maintenance and landscaping.

SPECIFIC DUTIES

- Provide oversight, supervision and accountability of Pre-Release inmate workers assigned to work crews.
- Plans routine repair, custodial, and maintenance jobs in a variety of locations.
- Works closely with the Lycoming County Pre-Release Center Manager and the Lycoming County Resource Management Supervisors.
- Responsible for transporting Pre-Release inmate workers RMS/Landfill.
- Enforcement of rules for all inmate workers, including all disciplinary reports, special incidents, extraordinary occurrences and interviewing.
- Instruct and provide oversight to inmate workers.
- Responsible for tools, materials and other property.
- Responsible for inmate workers discipline and behavior.
- Other duties as assigned by the Work Crew Foreman Supervisor.
- Attend monthly staff trainings as provided by the Pre-Release Center.

SUPERVISORY RESPONSIBILITIES

Supervises minimum-security prison inmate workers engaged in manual labor.

WORKING CONDITIONS

There is potential for danger due to equipment and power tools. Subject to all types of weather when working outside. Duties may involve working at different heights.

There is a slight potential for danger due to working with minimum security sentenced inmates.

HOURS: **6:30am – 3:00pm.**

JOB REQUIREMENTS

- Fully qualified requirements include a high school diploma and one (1) year related experience.
- Ability to supervise operations of lawnmower, snow blower, leaf vac., small hand and power tools.
- Possession of valid PA driver's license.
- Ability to supervise inmate workers engaged in routine maintenance repair, labor and custodial work.
- Must attend and successfully complete Basic DOC Training.
- Knowledge and ability to utilize computer programs such as Microsoft word, Excel, Outlook, and Internet.
- Ability to drive a 15-passenger van.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.
- Provide basic First Aid to Pre-Release inmates.
- Complete all disciplinary action reports for Pre-Release inmates.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability,

affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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