



Work Crew Foreman (Recycling)

Department: Resource Management Services – Materials Recovery Facility

Revised: May 2025

DESCRIPTION

The Lycoming County Resource Management Services Recycling Work Crew Foreman provides supervision and accountability of the Pre-Release personnel and laborers assigned to the area they are responsible for in the Material Recovery Facility. The foreman is additionally responsible for the operation of bin lift gates, product conveyors, and related materials handling and processing equipment to oversee the sorting of recyclable materials. This position reports directly to the Material Recovery Facility Coordinator and Recycling Supervisor.

SPECIFIC DUTIES

- Provides oversight, supervision and accountability of the Pre-Release residents and laborers assigned to your area daily.
- Ensures the PRC work crew residents and laborers are following established procedures and using provided safety equipment.
- Assists the transporting of PRC residents as needed.
- Operates a control panel to mechanically lift gates, or control conveyors to move materials to/from the sorting area and into sorted material bins.
- Supervises the PRC work crew during lunch and breaks as needed.
- Operates all equipment in a safe manner following manufacturer's specification and County policies.
- Occasional operation of forklifts, skid loaders, and wheel loaders may be necessary for this position.
- The work crew foreman is responsible for the daily cleaning of the MRF both inside and perimeter
- Performs tasks for other RMS divisions as assigned, including but not limited to earth moving operations, waste movement operations, gas collection operations, leachate operations, recycling collection operations, recycling processing operations, transfer station processing operations, and support functions.

SUPERVISORY RESPONSIBILITIES

- This position involves the direct supervision of low-level risk inmate labor.
- This position also involves direct supervision of recycling laborers
- Complete performance reviews on PRC work crew as required by PRC.

WORKING CONDITIONS

Work is conducted normally indoors in an area with exposure to hazards associated with landfill/recycling center equipment (moving parts, moving equipment, electrical devices, odors, dust, etc.). Occasional work outdoors as needed in all weather conditions. Normal work hours are 6:30 a.m. until 3:00 p.m. Monday thru Friday, with occasional mandatory and voluntary overtime.

JOB RESPONSIBILITIES

- Requirements include two (2) years related experience.
- Completion of PRC supervisory training.
- Possession of a valid PA driver's license.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

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