



# Work Crew Foreman Supervisor

Department: Pre-Release Center

Revised: September 2025

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## **DESCRIPTION**

Supervises a work crew and work crew foreman personnel. Individual is responsible for approving all work crew projects and determining project priorities. Responsible for maintaining outside agency work project development and associated work crew costs to agencies. This is a working supervisor position which includes all the specific duties of a work crew foreman position.

## **SPECIFIC DUTIES**

- Informs and updates Pre-Release Center (PRC) Manager on all projects and tasks.
- Coordinates all work crew assignments and consults with PRC Manager on work crew projects/requests.
- Maintains tool accountability and directs foreman annual tool inventory.
- Responsible to institute inmate work crew safety manual.
- Investigates incidents involving inmate injuries and employees as directed.
- Directs the work of the work crew foreman as well as the minimum-security inmate workers engaged in manual work.
- Prepares material lists, costs out projects for County and outside agency projects.
- Plans routine repair, custodial and maintenance jobs in a variety of locations.
- Completes a variety of reports including; monthly reports, disciplinary reports, special incident reports, extraordinary occurrences and interviewing.
- Authorizes purchasing materials through purchasing guidelines and quotes.
- Coordinates and schedules crews for various jobs.
- Fully responsible for performing work to satisfaction of project's agency representative.
- Coordinates material delivery to sites and ensures available necessary tools and equipment are on-site.
- Assists in operating the plow truck and winter maintenance.
- Completes daily site tour to observe any litter collection needs.
- Meets regularly with Courthouse and Lysock maintenance staff on work projects.
- Instructs inmate workers on all safety issues and tools.
- Responsible for tools, materials and other property.
- Responsible for monthly work crew evaluations and foreman monthly report.
- Responsible for supervision of work crew and addressing disciplinary matters.
- Acts as liaison with County Maintenance Director.
- Attend monthly staff trainings provided by facility.
- Be able to use the internet, email, Microsoft word and excel.

### **SUPERVISORY RESPONSIBILITIES**

Individual supervises minimum-security Prison inmate workers engaged in manual labor. Supervises work crew foreman personnel.

### **WORKING CONDITIONS**

There is potential for danger due to equipment and power tools. Individual subject to all types of weather conditions while working outside. Duties involve working at different heights.

### **JOB REQUIREMENTS**

- Fully qualified requirements include a high school diploma and three (3) years of related experience. Associates degree or trade school certification preferred.
- Must successfully complete PA Dept. of Corrections Basic Training Program (will complete upon employment).
- Ability to supervise operations of lawnmower, plow truck, snow blower, leaf vacuum, and power tools.
- Knowledge of all aspects of building trades, utilities and construction.
- Possession of a valid PA driver's license.
- Ability to drive a 12-passenger van.
- Willingness to work overtime as needed.
- Knowledge of all aspects of building trades, utilities and construction.
- Ability to deal effectively with employees at all levels of the organization.
- Must possess the ability to effectively supervise staff.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.

### **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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