

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

R E S O L U T I O N #25-301

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR BUILDINGS, GROUNDS, PARKS AND RECREATION FOREMAN**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Buildings, Grounds, Parks and Recreation Foreman; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for: Buildings, Grounds, Parks and Recreation Foreman in the Public Works Department;

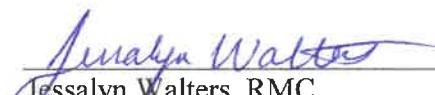
WHEREAS, the Administrator be authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of August 2025, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that this job description be and are hereby approved.

Date Adopted: August 11, 2025

CERTIFICATION

I, Jessalyn Walters, Deputy Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 11th day of August 2025, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.



Jessalyn Walters, RMC
Deputy Municipal Clerk

HOPEWELL TOWNSHIP

JOB TITLE: BUILDING, GROUNDS, PARKS AND RECREATION FOREMAN

DEPARTMENT: PUBLIC WORKS

SUPERVISOR: DIRECTOR OF PUBLIC WORKS OR DESIGNEE

Position Summary:

This is a responsible position where the individual will oversee the daily operations of the facilities staff and recreation maintenance. The individual will be responsible for coordinating maintenance, repair, and preparation of facilities in accordance with the field and facility use schedule. Development of a short-range budget and long-range maintenance and capital replacement schedule. Employee should possess considerable technical independence in accordance with established policies and procedures and the exercise of judgment in the field. This position requires manual and skilled work in the construction and maintenance of Township facilities. Employee is responsible for supervising and assisting work crews engaged in general Township maintenance or construction projects. Facilities include, but are not limited to, municipal buildings and grounds, sports fields, parks, historic buildings, and leased and rented properties.

Essential Functions:

- Daily inspection of facilities. Completion of reports, as necessary.
- Perform all necessary testing and prepare all required forms for submission of reports to appropriate regulatory agencies.
- Maintain buildings and grounds in neat, clean appearance.
- Procurement, loading, lifting, and moving supplies and equipment required for the operation of facilities, as necessary.
- Respond to emergency calls 24 hours per day. Carry a portable device to facilitate contact by the Police Department or others for official Township business.
- Maintenance of safety-related equipment, in accordance with the manufacturer's recommendations.
- Maintain Township plumbing, heating, air conditioning, and electrical systems and perform carpentry work as required
- General maintenance such as installation, repair, or painting of the Township Building or equipment.
- Oversee the building and maintenance repair programs
- Performs or assists in performing more difficult or skilled tasks.
- Inspects work in progress to assure conformance with instructions.
- Follow-up on questions and complaints
- Performs other related duties as required.

Knowledge and Abilities:

- Knowledge of methods used in obtaining, storing, maintaining, repairing, safeguarding, and using needed equipment, materials, and supplies.
- Ability to organize assigned work and develop effective work methods.
- Ability to meet and act courteously and effectively with the public, including sports leagues, vendors, contractors, volunteer organizations, and other agencies.
- Ability to give assignments and instructions to employees.
- Ability to maintain records and files.

Required Qualifications:

- Possess a valid CDL Class A motor vehicle operator's license.
- Skill in the use of various types of cleaning and repair equipment required to efficiently maintain the Township buildings and grounds
- Knowledge of office air conditioning, heating, electrical, and carpentry
- Considerable knowledge of materials, methods, and techniques used in building maintenance and construction activities
- Ability to operate hand and power tools used in the maintenance of building and grounds
- Ability to read, write, and understand the English language
- Ability to work harmoniously with fellow workers
- Education to completion of twelfth grade or G.E.D. equivalent

Physical Demands and Working Conditions:

- May be required to perform work above the ground, in trenches, in confined spaces, or on irregular surfaces, and to travel to or from various sites.
- Ability to regularly use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms.
- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and smell.
- Ability to perform manual labor, involving lifting, dragging, turning, standing, bending, carrying, and stretching, often under adverse climatic conditions for extended periods
- Frequently must lift, move and carry up to 25 pounds and occasionally up to 75 pounds.
- Ability to regularly work in outside weather conditions which may include exposure to heat, cold, wet, or humid conditions.
- Frequently works near moving equipment