

Sevier County Job Description



Title: Road Maintenance Foreman	Department: Roads
Grade: 20	FLSA Status: Non-Exempt
Job Code: 725	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **lead worker, first-line field supervisory and journey level** skilled duties required in the construction, repair, maintenance and upkeep of county roads, bridges, culverts and flood channels. Performs as a trouble shooter with competence at master level in all aspects of heavy equipment operation and road construction.

SUPERVISION RECEIVED

Works under the general supervision of the Road Supervisor.

SUPERVISION EXERCISED

Provides general working supervision over operations, maintenance and construction crews consisting of Equipment Operator(s) I, II and III.

ESSENTIAL FUNCTIONS

- Directs a project crew in the installation and maintenance of county roads, culverts, flood systems, signage or other assigned operations;
- Assists in determining work priorities and coordinating projects;
- Assists in project needs analysis, assigns personnel and determines material quantities;
- Assures timely completion of projects according to established standards;
- Assures project safety;
- Conduct inspections of county roads, bridges, culverts, right of ways, and traffic control devices as directed, and determines needed projects, sets priorities and creates work schedules;
- Supervises daily construction and maintenance projects;
- Performs finish and technical grader operations;
- Supervises truck drivers in the proper placement of construction materials;
- Monitors crew member performance and makes recommendations affecting employment status such as retention, advancement, discipline and discharge;
- Maintains various field records related to work production;
- Operates various types of heavy equipment such as front-end loaders, back hoe, utility trailers, bobtail dump truck, etc.;
- Participates in various seasonal projects such as flood debris removal, asphalt work, hot patching, tree trimming, cattle guard maintenance, weed control, sign maintenance, snow removal;
- Directs and trains employees in equipment usage;
- Assist in the ordering of materials and supplies and have such in inventory in order to accomplish the project in a thorough, timely manner;
- Performs routine maintenance and emergency repairs;
- Reports mechanical problems for repair;
- Operates a variety of hand and power tools in performing general maintenance of vehicles and equipment;
- May assist in the fabrication of equipment parts.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent plus one (1) year of specialized training related to above duties, and six (6) years of experience in general road construction operating medium to heavy equipment and tools related to road maintenance and construction or related specialty operation, two (2) years of which must have been in a position equivalent to that of foreman.

*An equivalent combination of education and experience may be considered.

2. **Required Knowledge, Skills and Abilities:**

Considerable knowledge of

- Hazards and safety standards common to light to heavy equipment operation;
- Various federal and state regulations, i.e., MSHA, OSHA, UDOT, FAA, etc.;
- Principles and techniques of heavy mechanized equipment operation and maintenance;
- Various departmental, state and/or federal standards related to specialty operations, i.e., signing, roads, bridges, etc.

Working knowledge of

- Windows, WordPerfect, Excel, and database management;
- County road system.

Some knowledge of

- Basic engineering and survey instruments and their operation;
- Basic principles of supervision.

Skill in

- The operation of heavy mechanized equipment as required by the position, i.e., roller, sweeper, 10-wheel dump, loader, snowplow, belly dump, forklift, track loader, track hoe, scraper, skid steer, tarpot, cat/dozer, road grader, water truck, etc.

Ability to

- Direct the work of others;
- Perform strenuous labor for extended periods of time under varying conditions;
- Follow engineering specifications and blueprint instructions;
- Establish effective working relationships with employees, elected officials and the general public.

3. Special Qualifications:

- Will be required to be on call.
- Must possess or be able to acquire a valid Utah Class "A" Commercial Drivers License (CDL).
- Must possess a valid Utah Drivers License with no DUI, ARR, or no more than two moving violations in the past twelve (12) months.
- Must be able to pass ICC physical and maintain medical certificate.
- Must be flagger certified or be able to attain certification when required.
- Must be able to comply with applicable county and departmental policies and safety standards.
- Must be willing to maintain a flexible working schedule, and occasionally work weekends and shifts.
- Must submit to and pass randomly administered drug tests.
- May be required to be or become a certified weed control applicator.
- Sevier County Resident

4. Work Environment:

- Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, push and pull, bend and stoop, twist and kneel, and able to climb into and on to heavy equipment and vehicles, and lift up to 75 pounds on occasion.
- Communicating, hearing and seeing required for completion of essential functions.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.
- Daily travel in automobile or equipment required in job performance.
- Some daily and severe seasonal aspects of the job pose threats or hazards capable of producing physical injury.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)