

EMMET COUNTY, IOWA
POSITION DESCRIPTION

POSITION: Road Foreman

IMMEDIATE SUPERVISOR: Maintenance Superintendent

DEPARTMENT: Engineer's Office/Secondary Roads

FSLA Status: Exempt

DATE: 2/15/2019

DESCRIPTION OF THE JOB:

Under direction of Maintenance Superintendent, leads Secondary Roads Staff on routine road, tile, culvert and right of way maintenance. Receives and understands written and oral instructions. Assists with winter maintenance activities, including checking roads. Checks on and resolves concerns or complaints from the public. Trains and assists employees to understand and perform their jobs.

ESSENTIAL JOB FUNCTIONS:

Marginal functions of the position that are incidental to the performance of fundamental job duties have been excluded from job description. Emmet County reserves the right to change or reassign job duties, or combine job positions at any time. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

	Percentage of Time	Strength Code
1. Assigns daily work assignments to Emmet County Secondary Roads staff. Create safe working environment for staff. Evaluates work for completion and compliance with County work rules, policy and standards.	10%	L
2. Complete miscellaneous work orders and field repairs. Analyze work orders for necessary equipment and orchestrate staff required to efficiently complete repairs. Record staff and equipment time used to finish projects.	25%	H
3. Schedule and direct maintenance construction projects. Coordinates with engineering staff to procure necessary material to complete projects to county standards	15%	M
4. Operate equipment including end loaders, backhoes, and dump trucks with pups or with snow plowing equipment, motor graders with snow plow wing, roadside mowers, and hand tools. Must maintain Commercial Driver's License (CDL) type "A" with tanker and air brake endorsements at all times.	20%	H
5. Evaluates road conditions during winter to ensure travel and access per Emmet County Ordinance. Coordinates and directs call-ins of equipment operators for snow removal. Responds to emergency situations.	10%	L
6. Assist in departmental planning, budgeting, performance evaluations, safety, inventory, equipment repair. Develop specifications for equipment purchases.	5%	S
7. Participate in equipment operator hiring, discipline and termination as necessary. Train and evaluate employees on operation of equipment. Ensure consistent maintenance and construction practices within assigned work area. Document compliance.	5%	S
8. Works with property owners to secure encroachment agreements and other arrangements when upcoming projects are in proximity to their properties.	5%	L
9. Respond quickly and appropriately to weather, disaster, or law enforcement requests. Includes regular and after work hour emergency calls.	5%	M
<i>Strength Column: S – Sedentary L – Light M – Medium H – Heavy VH – Very Heavy</i>		

PHYSICAL DEMANDS:

Overall Strength Demands

_____ Sedentary _____ Light _____ Medium X Heavy _____ Very Heavy

Codes for each physical demand code listed on page 1:

C = Continuously F = Frequently O = Occasionally R = Rarely N = Never

A. Standing	F	G. Reaching	O	L. Crawling	R	Q. Vision	C
B. Sitting	F	H. Handling	F	M. Bending	F	R. Hearing	C
C. Walking	F	I. Fine Dexterity	F	N. Twisting	F	S. Talking	F
D. Lifting	F	J. Kneeling	F	O. Climbing	F	T. Foot Controls	F
E. Carrying	O	K. Crouching	F	P. Balancing	O	U. Other (state)	
F. Pushing/Pulling	R						

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL	DESCRIPTION
Standing	Checking equipment or job site
Sitting	Office work, traveling in vehicles
Walking	Inspecting job site, helping with job
Lifting	Loading equipment parts and tires
Carrying	Shovels of blacktop or fuel cans
Pushing/Pulling	Vehicles off the roadway
Reaching	To put bolts in signs
Handling	Shovels to perform jobs
Fine Dexterity	Record keeping, small equipment repair
Kneeling	To check equipment
Crouching	To check culverts
Crawling	Fixing equipment in the field
Bending	Picking up trash along roads
Twisting	Shoveling dirt, snow, and blacktop
Climbing	Getting in and out of ditches
Balancing	While putting culverts together
Vision	To drive and inspect work
Hearing	To communicate
Talking	To communicate
Foot Controls	To operate equipment

ENVIRONMENTAL FACTORS:

Exposure to and frequency:

D = Daily S = Seasonal W = Several Times Per Week M = Several Times Per Month

ENVIRONMENTAL FACTORS			
Dirt and Dust	D	Extreme Temperatures	S
Fumes and Odors	D	Wetness/Humidity	S
Noise and Vibration	D	Darkness or Poor Lighting	M
HEALTH AND SAFETY			
Mechanical Hazards	M	Chemical Hazards	M
Fire Hazards	S	Electrical Hazards	S
Physical Danger or Abuse	S	Explosives	Communicable Diseases
		Other (specify)	

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, steel-toed shoes, hard hats, ear plugs, gloves, and safety reflective vests

NON-PHYSICAL DEMANDS:

C = Continuously F = Frequently O = Occasionally R = Rarely N = Never

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	F

JOB LOCATION:

Work area is typically located within the Emmet County with infrequent trips to more distant locations. Work is typically outdoors and may be on uneven terrain requiring strenuous labor and in extreme weather. Position will be based out of any of six shop or garage locations but may change as required.

JOB REQUIREMENTS:

1. High school diploma or equivalent required. Two (2) years of experience in construction practices and supervision is required.
2. Possess a valid state of Iowa Class A Commercial Drivers License (CDL) with air brake and tank endorsements. Or possession of Class A CDL and the ability to pass air brake and tank endorsements within 21 days of transfer or hire into the position.
3. Basic understanding of computer use and software.
4. Knowledge of occupational hazards and corresponding safety precautions, including safe work zone and safe excavation practices. Knowledge of first aid/CPR, blood borne pathogens, and fire extinguisher classifications.
5. Ability to communicate with subordinates and to lead crew to complete tasks efficiently with quality results. Ability to work well with other employees and the public. Communication skills to inform staff and the public to County policies and practices and to listen to input from co-workers and the public.
6. Ability to read and comprehend equipment manuals, safety bulletins, maps, instructions, blueprints, and policies and ordinances.
7. Ability to track project and billing information; as well as completing reports, work orders, permits, time sheets, fuel sheets, inspections, project reports, instructions, and safety forms.
8. Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, plans, and standard practices.
9. Responsible for completing projects concerning roads and bridges. Knowledge of manpower, materials, equipment and procedures needed to complete these projects.
10. Exercise high degree of professionalism, integrity, tact and mental exertion to analyze information , perform calculations, review and record document records, and work with public, agencies, boards and other department employees in sometimes stressful situations

EMPLOYMENT HISTORY

Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ Job Title: _____

Address: _____
Number Street City State Zip

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

May we contact your former employers to verify this information?

Yes No

May we contact your present employer? Yes No

Please provide any additional information about your abilities or interests that makes you a good candidate for this position:

I authorize investigation of all statements contained in the application. I understand that omission or misrepresentation of facts is cause for dismissal.

Signature: _____ Date: _____

Approval by Board of Supervisors _____

Reason for not hiring if Veteran _____