

MARSHALL COUNTY, ALABAMA

Job Description

DISTRICT FOREMAN

Department: Districts #1-4

Job Code: 618

Pay Grade: 111

FLSA Status: Non-Exempt

Reports To: Commissioner

JOB SUMMARY

The District Foreman coordinates, leads, and assists crews engaged in road and bridge construction and maintenance. Oversees crews consisting of skilled and semiskilled workers using a variety of vehicles, tractors, trucks, heavy equipment, and motorized and non-motorized tools. Communicates with the commissioner and the public regarding project priority, scheduling, and completion of construction and maintenance in the district. Supervises the removal of trees, brush, debris, and other emergency hazards outside of normal work hours as required.

ESSENTIAL JOB FUNCTIONS

- Leads crews in performing work associated with road construction and maintenance projects.
- Leads construction crews engaged in building roads, and driveways, cutting grass and limbs, laying pipe, and patching roads.
- Coordinates the crews to accomplish objectives in an efficient and cost-effective manner.
- Directs the dumping of all types of loose materials used in road and bridge construction and maintenance, such as dirt, rocks, sand, etc.
- Works closely with utilities and other agencies to locate underground utilities or other obstructions in the areas before work begins.
- Corrects minor rule infractions and reports major problems to the commissioner.
- Orients new employees on the job and arranges for on the job training.
- Plans and advises the commissioner or administrative assistant of equipment and supplies needed on the job.
- Operates a variety of equipment as needed on the job.
- Inspects completed work to assure compliance with specifications.
- Monitors safe operation of equipment and ensures the proper maintenance of assigned equipment.
- Observes crew members to assure that safety rules and procedures are observed.
- Oversees and performs regular preventive maintenance on all assigned equipment.
- Oversees and performs major repairs on assigned equipment.
- Plans for necessary parts and supplies for routine maintenance of equipment.
- Addresses phone calls regarding issues with County roads and rights of way and creates work orders.
- Communicates with the public, the Commissioner, and district staff regarding projects.
- Plans and schedules projects to be accomplished with the Commissioner and communicates the plans to workers.
- Orders parts and supplies.
- Informs citizens of work planned or in progress, as needed.
- Answers questions regarding planned or ongoing projects.
- Discusses priorities and progress on ongoing projects with the Commissioner, the staff, and the public.
- Completes accident reports, employee evaluations, and disciplinary reports.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and four (4) years of experience in road construction and maintenance, including the operation of all heavy equipment used.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license with a Class "A" CDL designation and a driving record suitable for insurability

Special Requirements:

- Incumbents may be called in to supervise and assist in clearing trees, brush, debris, and other hazards during emergencies, both during and after regular business hours.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, and techniques used in the construction and maintenance of roads.
- Knowledge of the functions and operation of various types of heavy equipment and trucks.
- Knowledge of the occupational hazards and safety practices associated with the work.
- Knowledge of standard practices and procedures for maintenance and repair of heavy trucks and equipment.
- Knowledge of the operation and repair of diesel engines.
- Knowledge of equipment maintenance requirements.
- Ability to read and understand construction plans, specifications, and layouts.
- Ability to make accurate estimates of time and materials needed for projects.
- Ability to give directions and gain compliance from a crew of workers.
- Ability to plan, assign, and coordinate the work of subordinate personnel engaged in construction and maintenance activities.
- Ability to understand and follow complex oral and written instructions.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to diagnose and repair a wide variety of vehicles and equipment used in road maintenance and construction.
- Ability to operate a wide variety of heavy equipment used in the construction and maintenance of roads.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, grasping, handling, hearing at a level to discriminate sounds, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, talking to be heard above ambient noise, visual acuity at a level to view computer terminal, analyze data, and read extensively, visual acuity at a level to include color, depth perception and field vision, visual acuity at a level to determine accuracy and thoroughness of work assigned, visual acuity at a level to operate motor vehicles and/or heavy equipment, and walking.

WORKING CONDITIONS

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to self or others. Work is performed outside and in a hazardous work environment in which the employee is subject to potential personal danger. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This

description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.