

Lauderdale County- Job Description **Road Department- Road Foreman**

Purpose of Position

To oversee and manage the operations of the Road/Bridge Department

Major Duties and Responsibilities

Manage the operations of the Road Department

- Plans daily work program and assigns the work
- Supervises and participates in road maintenance, building and surrounding area.
- Inspects equipment for adherence to safety standards and the need for maintenance and repair work
- Maintains a variety of records relating to work orders, monthly time reports, and the purchase of supplies and repair parts
- Talks to public about specific problems and possible solutions, when needed
- Make frequent inventories of all equipment and tools
- May fill in for truck drives, equipment operators, and laborers needed to complete a task
- Trains new employees as to proper operation procedures
- Inspects the conditions of county roads and bridges and advises proper authority or action to be taken
- Supervises the maintenance of traffic signs, installing new signs, and cleaning sign
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Perform other duties as directed

Job Context

The Road Foreman is a full-time, permanent position in the Road Department. The person in this position is supervised on a less than weekly basis and supervised up to 100 full-time employees and 3-4 part-time(seasonal) employees. The Road Foreman works regular hours with some flexibility when required, and frequently works overtime and frequently works at night. The person in this position never performs shift work, and is always on call. 50% of the work in this position is indoors and 50% is outdoors in all types of weather conditions. The position has accountability for monetary, fiscal, budgetary, safety and legal issues related to the work for which this position is responsible.

There is a monthly exposure to chemicals and/or hazardous materials. The Road Foreman must have a high school diploma or its equivalent, as in experience and a Class A & B drivers licenses recommended. The stress level associated with this position is very high. Physical work required for this position included but is not limited to various, minimal duties.

Knowledge, Skills and Abilities

Knowledge:

- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning employee safety
- Mathematical skills, including addition, subtraction, division and multiplication
- General function and operation of municipal government
- Knowledge of engines (large and small) and various automotive parts

Skills and Abilities:

- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other County employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and County procedures
- Perform automotive repairs and maintenance
- Use various types of tools and equipment

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