

TITLE: Road Maintenance/Construction Foreman JOB CODE: 1203

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: 12/5/13 **REVISION #:** 2

Direction: Works under the direction of the Assistant Road Supervisor, and the Road Supervisor

Summary: Under general supervision, provides daily work direction to work crews engaged in the construction, maintenance and repair of paved and unpaved County maintained roads, bridges, and related infrastructure including gravel plant operations, signage, pavement markings and right of way. Operates light and heavy vehicles and equipment as necessary. Possess a degree of knowledge and proficiency sufficient to perform advanced level work and direction of work crews.

Distinguishing Characteristics: This designation is distinguished from the Assistant Road Supervisor by the absence of full supervisory authority and less administrative responsibility.

Essential Job Functions: Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Confers with the Assistant Road Supervisor and Road Supervisor on a regular basis to discuss current and upcoming projects.
- Participates in organizing the required training for crew certifications; first aid, CPR, OSHA, MSHA,
 Flagger and work zones, and CDL with various endorsements.
- Evaluates and analyzes crew issues and recommends and implements solutions; participates in the
 interview and hiring process, training of employees, and planning, assigning, and directing work;
 develops staff skills; provides input for performance evaluations, discusses staff performance
 concerns with Road Supervisor.
- Provides input for budget preparation, purchasing, and contracting; assists in the development of the County's Five Year Road Improvement Plan, and the Annual Equipment Replacement Plan.
- Conducts field inspections of ongoing and completed projects to ensure quality; inspects roads, signs and equipment for needed repairs and prepares recommendations for project proposals.
- Participates in emergency preparedness and response actions; coordinates and responds to routine
 after hours or weekend call outs. Responds to emergency callouts on a 24/7 basis. Provides traffic
 control, and performs flagger duties on emergency callouts and traffic accidents. Assists Fire and
 Sheriff's Department when dispatched.
- Estimates costs of repairs and construction projects; monitors expenditures on projects to ensure budgets are maintained, ensures compliance with County Codes and policies.
- Receives and investigates complaints from the public regarding the guality of services and projects.
- Maintains various records of materials, supplies and equipment used for each project.
- Operates various light to heavy motorized equipment and vehicles for work projects.
- Performs manual labor as needed.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

Knowledge of the principles and practices of engineering.

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- Knowledge of the principles, practices, equipment and materials used in bridge and road construction, maintenance and repair.
- Knowledge of material testing practices and procedures.
- Knowledge of the principles and practices of project planning and scheduling.
- Knowledge of state and federal safety rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating work activities.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with work crews, supervisors and the general public.
- Skill in operating various light to heavy vehicles and equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently, and as an effective team member.

Education, Experience, Certifications and Licenses: All certifications and licenses must be obtained within 6 months.

- High School diploma or equivalent GED certificate.
- Five years of experience in road and/or bridge maintenance, construction and repair, with a minimum
 of three years of supervisory experience.
- Possession of a valid State of Nevada Class A Commercial Driver's License with necessary endorsements.
- Flagger and Work Zone Safety certification
- Forklift Certification
- OSHA 30 Certification.
- MSHA Certifications as required for mining/crusher plant operations.
- First Aid and CPR

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in work zones on or around city, state, and county roadways.
- Outside environments with exposure to vehicular traffic, working on or near heavy equipment, inclement weather, extreme heat, fumes and airborne particles, and moving mechanical parts.
- Noise level in the work environment is usually loud.
- Operate a variety of mechanical equipment in a safe and effective manner in routine situations.
- Ability to work long days (12-14 hours) during various construction or paving projects.
- May be exposed to hazardous chemicals.
- Employee is regularly exposed to heights above 8', risks of electrical shock and or vibration.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects over 60 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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Special Conditions:

 Employment is contingent upon the results of a pre-employment drug examination and subject to random drug testing in accordance with DOT requirements. Responds to emergency callouts on a 24/7 basis. Provide traffic control, and perform flagger duties on emergency callouts and traffic accidents. Assist Fire and Sheriff's Department when dispatched. Must be willing to work overtime, shifts, weekends, and holidays. May be required to be on-call, or on standby.

Equipment and Tools Utilized:

Operates a variety of heavy and construction equipment, including but not limited to: dump trucks, loaders, dozers, backhoes, excavators, asphalt patch truck, pneumatic rollers, steel drum rollers, street sweepers, asphalt and concrete saws, trenchers, forklift, bucket/aerial lift trucks, crack sealing machine, asphalt zipper, paver screed, end dump trailers, trains, belly dump trailers, distributor truck, snow plows and sander trucks, stripers, spray guns, sandblasters, propane torch, and air compressors, lasers, hand held radios, chain saws, and an extensive variety of hand and power tools.