

Champaign County Job Description

Job Title: Road Foreman
Department: Highway
Reports to: Assistant County Engineer
FLSA Status: Non-exempt
Employment Status: Bargaining Unit – AFSCME
Prepared Date: November 2018

SUMMARY Supervises the activities of workers engaged in maintaining and repairing county highways, roads and bridges. On call 24 hours per day, seven days per week in case of emergencies.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs workers engaged in maintaining and constructing highways and bridges on county roads. Oversees the operation and maintenance of equipment and facilities.

Calls out workers and determines workforce needed for snow removal and ice control.

Directs workers in snow removal and ice control.

Directs the sign man in erecting and maintaining traffic control devices and barriers.

Acts as a technical resource and supervisor of related activities for the safe and effective construction and maintenance of the county's roads and bridges.

Schedules equipment and assigns duties to staff to assure completion of assigned projects.

Monitors equipment, supplies and parts inventories needed to support field activity. Recommends the appropriate types of materials required and the correct procedures to achieve desired results. Requisitions tools, equipment, and supplies; and recommends purchases of major equipment.

Supervises the use of and operates equipment and machinery used in maintenance and construction.

Inspects completed work for conformance to plans, specifications, and standards.

Enforces safety regulations.

Coordinates contractors for maintenance work including, but not limited to, seal coating, striping, tree trimming and culvert replacement.

Maintains contacts with parts and equipment dealers, material suppliers and contractors.

SUPERVISORY RESPONSIBILITIES Directly supervises maintenance employees and mechanics in the department. Responsibilities include assigning and directing work; addressing

public complaints and resolving problems. Coordinates vehicle maintenance with other county departments.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Minimum of a high school diploma or general education degree (GED). An Associate Degree in a related field is preferred. Extensive knowledge of highway maintenance and construction procedures gained through five or more of years of experience; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to contractors and employees of the organization. Effective communication skills when dealing with the public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and grade.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Class A Commercial Driver's License with air brake endorsement.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to occasionally loud.