

## DESCRIPTION OF POSITION

1. **Classification Title:** Road Department Access Foreman
2. **Working Title:** Road Department Access Foreman
3. **Department:** Road
4. **Position is:** Full Time /X/ Part Time /\_/ Extra Help /\_/ Seasonal /\_/ Other \_\_\_\_\_
5. (a). **Primary Duties:** Reviews and issues all right-of-way and access permits and Driveway Confirmation Letters. Investigates all road vacation requests and does related work as required.
5. (b). **Secondary Duties:** Direct the general field maintenance activities of the County Highway Department in their assigned geographical area of the County, to perform preventative maintenance activities, road clearing/cleaning activities or other special projects on a countywide basis. Directly supervises permanent and seasonal employees in the Road Department operations, carries out supervisory responsibilities in accordance with the organization's mission, policies and applicable laws. Acts under the general supervision of the County Roadmaster who evaluates performance through conferences and performance evaluations.
6. **Essential functions of position:** Keeps currently informed on all matters pertaining to access management through studies, meetings, association membership and attendance at special programs. Makes comprehensive reports to the County Roadmaster as to needs and accomplishments. Coordinates and issues driveway and/or access permits for property owners. Issues all right-of-way permits, i.e., logging, waterlines or utilities. Patrols and inspects county roads in an assigned area, checking for gravel needs, culverts, drainage, slides, fallen trees, washouts and makes arrangements for necessary repairs and maintenance to be performed; Assigns equipment or personnel to crews as needed or on special or emergency situations; Plans and coordinates activities of road maintenance crews to insure that plans and schedules are completed as specified; Resolves complaints from the public regarding road maintenance work; Identifies work requirements for individual projects and schedules work assignments for projects that involve other agencies, departments, utility companies and contractors; Produces written reports and memos regarding such subjects as equipment maintenance problems, work accidents, and project estimating; Reviews documents, time cards and other assignments completed by subordinates for accuracy and completeness;
7. **Minor duties assigned to this position:** Assists in the investigation of accidents involving

assigned vehicles to determine liability and cost; Schedules various road maintenance activities to efficiently utilize available automotive, heavy road repair and/or construction equipment; Participates in budget process by identifying equipment, material and labor needed during budget period; is trained to ensure the proper collection and disposal of hazardous waste within assigned section.

**8. Working conditions of positions:** Outside in all weather conditions.

**9. Required special skills, licenses, certificates, etc.:** Must have considerable knowledge of materials, methods, equipment, and techniques used in road maintenance, road clearing/cleaning, road construction and repair activities; safety and environmental hazards of road maintenance work and the safety precautions necessary to minimize these hazards; Commercial Drivers License regulations; principles and practices of supervision; leadership styles and skills; safety and environmental regulations; State, Federal, and Local laws relating to department operations; and have basic computer skills in Windows, Microsoft Excel, and Microsoft Word.

**10. Is operation of motor vehicle required:** Yes /X/ No / \_ /

**11. Equipment, tools, machines used in performance of duties:** Position requires the use of county vehicles for county business. Individuals must be physically capable of operating the vehicles safely, possess an Oregon Class A Commercial Drivers License (C.D.L.), and have an acceptable driving record. Pre-employment drug testing is required. Use of a personal vehicle for county business will be prohibited if the employee does not have personal insurance coverage.