

# ROAD MAINTENANCE FOREMAN I

## **Distinguishing Features of the Class:**

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The fundamental reason this classification exists is to assist the Road Maintenance Foreman II in the department's daily work activity. Direct the general field maintenance activities of the County Highway Department in their assigned geographical area of the County, or to direct preventative maintenance activities, road clearing/cleaning activities or other special projects on a countywide basis. Supervision is exercised over Laborers and Equipment Operators. Work is performed under the general supervision of the County Roadmaster and the Road Maintenance Foreman II who evaluates performance through conferences and performance evaluations.

## **Essential Functions:**

- Patrols and inspects county roads in an assigned area, and 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;
- Assists Safety Foreman and Fleet Manager 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;
- Assists Environmental Planner to ensure the proper collection and disposal of hazardous waste within assigned section.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

#### 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.
- Basic computer skills in Windows and Microsoft Word.

#### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand and comply with written and oral instructions.
- Read and interpret county codes, ordinances, policies and procedures as related to road maintenance, repair and right of way issues.
- Effectively communicate by phone, radio, or in person in a one-to-one or group setting.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Work cooperatively with other county employees and the general public.
- Work safely without presenting a direct threat to employees or the public.
- Work outside during poor weather conditions.
- Perform a variety of work activities including heavy manual labor for long periods of time.

### **Supervisory Responsibilities & Authority:**

Directly supervises permanent and seasonal employees in Highway Department operations. Carries out supervisory responsibilities in accordance with the organization's mission, policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; recommending discharge and disciplining employees; addressing complaints and resolving problems.

**Additional Requirements:**

- Required to respond to emergency situations outside of regular work hours including weekends and holidays.
- Position requires the use of county vehicles for county business. Individuals must be physically capable of operating the vehicles safely, possess an Oregon Class B 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.

**Acceptable Experience and Training:**

Four years of progressively responsible experience in road maintenance and construction work; including 1 year experience in a supervisory capacity; and graduation from a senior high school, preferably supplemented by college engineering training; or any satisfactory equivalent combination of experience and training.