

## POSITION DESCRIPTION

**Class Title:** Area Road Foreman  
**Department:** Secondary Roads  
**Bargaining Unit:** Excluded

**Date:** July 1, 2015

### GENERAL PURPOSE:

Performs administrative, semi-skilled, skilled, and technical work in maintaining the roads in the assigned area.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the County Engineer.

### SUPERVISION EXERCISED:

Supervises traffic control technicians, mechanics and equipment operators.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Area Road Foreman is responsible to inspect county roads, bridges and signs, within his district of operation taking notice of needed repairs or maintenance and scheduling those items for repair. If necessary reporting serious deficiencies to the County Engineer.

Plans, carries out and evaluates preventive maintenance schedules for department equipment, roads, and facilities, either personally, or through assigned staff or outside vendors.

Supervises maintenance and repair projects, in addition serves as a liaison with property owners. Oversees the routine maintenance of County Roads within the assigned jurisdiction.

Consults regularly with the other Area Road Foremen about necessary repairs and maintenance practices; works closely with the Secondary Road Department employees to complete tasks assigned.

Advises the Engineer of winter road conditions and supervises the maintenance crews as needed for snow removal in accordance with County Policies and Ordinances. May assign overtime with the authority or consent of the County Engineer and in accordance with County Policies and Ordinances.

The Area Road Foreman will be available 24/7 to mobilize, organize and supervise crews in response to emergencies and hazardous road conditions. May assign overtime with the consent of or as authorized by the County Engineer.

The Area Road Foreman will make decisions regarding the need of repairs and maintenance of county vehicles and equipment, with consent from the County Engineer for repairs over \$5,000. The Area Road Forman shall evaluate the judgment of the Mechanic regarding the condition and usefulness of individual equipment to determine replacement needs.

The Area Road Foreman may initiate or recommends personnel actions such as new hires, discharges and disciplinary measures; maintains time and work records and prepares required reports.

Tracks and evaluates status of materials and authorizes purchase of materials within the approved budget.

Available for emergency situations related to the Monona County Secondary Road Department on a 24 hour per day basis.

Acts as Liaison with the Board Members/County Engineer on all roadway maintenance complaints.

Assigns, supervises and evaluates the work of assigned staff; advises and assists subordinates as needed, in his opinion.

Assists in the planning and coordination of building or capital improvement projects.

Conducts various inspections of roads and equipment to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles, mechanical equipment, and facilities.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Serves as purchasing agent for Area Facilities and janitorial/building maintenance supplies.

Prepares and administers the facilities budget in conformance with adopted policies and procedures.

Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.

Inspects permitted work within the right of way of Monona County's jurisdictional roadways.

Serves as, or assigns to a subordinate employee, the duties to oversee workplace safety requirements or needs.

## **NONESSENTIAL DUTIES:**

May serve as a member of various employee committees.

Coordinates the disposition of surplus property with the Assistant to the Engineer assigned to that task.

## **DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- A. Graduation from high school diploma or GED equivalent plus some specialized training in road maintenance/construction or related field.
- B. Five (5) years of related experience with continued increases in responsibility, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of facilities maintenance; Considerable knowledge of price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance.
- B. Skill in operation of listed tools and equipment.
- C. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

## **SPECIAL REQUIREMENTS:**

Valid State Operator's and a Class A commercial driver's license (CDL), or ability to obtain one within six (6) months of appointment.

## **TOOLS AND EQUIPMENT USED:**

Motorized vehicles for driving and evaluation purposes, power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms; personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

## **PHYSICAL EXPECTATIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually moderately quiet while in the office and noisy when in the field.

## **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**COMPLIANCE:**

Compliance with the employee handbook, county policies, department work rules, and supervisor directives, is required; and abide by any applicable terms of the collective bargaining agreement.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

Approval:   
County Engineer

Approval:   
Chairman, Board of Supervisors

Effective Date: 7/1/15

Revision History: \_\_\_\_\_