



JOB DESCRIPTION

<i>Title</i>	Road Foreman		
<i>Department</i>	Public Works	<i>Job Class</i>	M 4
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Non-exempt
<i>Created</i>	April 2013	<i>Reviewed</i>	Jan. 2023
		<i>Revised</i>	August 2018

Purpose

Organize, supervise and participate in the maintenance, repair and construction of roads, culverts, bridges and Public Works buildings, typically within an assigned geographic district.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Supervise subordinate employees including assigning and reviewing work. Evaluate performance, training, and recommend disciplinary action as necessary. Handle employee complaints and effectively recommend hiring and termination decisions.
- Participate in various maintenance, repair and construction tasks such as culvert installation, pavement surface maintenance (oiling and paving), total road and bridge rebuilding, etc.
- Review work assignments, determine methods, equipment, materials and staffing needs, and prioritize and schedule projects. Select appropriate equipment and materials to complete work according to specifications, verbal instructions, and established procedures.
- Review and modify construction plans and provide information to people who may be affected by construction and maintenance procedures.
- Prepare reports regarding district activities and coordinate personnel and equipment needs with others within the department. Develop long-range maintenance and construction plans with superior.
- Attend meetings and seminars as requested or directed. Coordinate projects with various utilities and governmental agencies.
- Follow all safety rules and procedures as established for work areas. Ensure compliance to safety rules and procedures by subordinates. Identify and correct safety deficiencies.
- Maintain roads in each road district as assigned.
- Maintain work areas in a clean and orderly manner.

Will administer, as assigned, any of these additional essential functions:

- Administer departmental safety programs, conducting or arranging safety meetings, related classes, hearing tests, etc. Monitor and direct equipment operations and



JOB DESCRIPTION

repairs to meet federal, state and local safety requirements.

- Administer custom fabricating projects for a wide range of repairs, buildings, equipment, etc.
- Prepare equipment specifications for purchasing or bidding procedures. Schedule and supervise the disposal of county equipment and materials.
- Maintain mobile and in-house radio communications system.

Auxiliary Functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency. Make rental/purchase arrangements as needed for equipment or materials required for assigned projects. Monitor contractors hired by public to perform work on or near county roads or parks.

Education & Experience

High school or GED plus additional specialized training equal to two years' technical college and a minimum of four years' progressively responsible experience in road maintenance and/or construction or any satisfactory combination of experience and training. Must possess a Class A Commercial Driver's License.

Knowledge, Skills & Abilities

Considerable knowledge of materials, methods and equipment used in the maintenance and construction of roads, bridges, and special facilities. Knowledge of the laws and rules governing the safe operation of road construction and equipment, traffic and signing regulations, principles of supervision and personnel practices.

Desired Qualifications

Prior experience in a road or public works department. Prior supervisory experience. Specific knowledge of Clatsop County road system. Residency within assigned road maintenance district. Current certification in Work Zone Traffic Control (flagging) and first aid/CPR. State of Oregon Public Pesticide Applicator's License is desirable.

Physical Demands

Duties consist of physically demanding manual work up to 80% of the work period on an irregular basis while performing work as part of work crew typically requiring movement of materials weighing between 20 - 40 pounds and up to 100 pounds. Frequent lifting, bending, and walking.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.



JOB DESCRIPTION

Working Conditions

Work is performed in the field in all weather conditions. Exposure to heavy traffic. The position is also on call for problems or emergency situations as they may arise.

Supervision Received and Exercised

Reports to the Public Works Director. A foreman is responsible for more than 10 and seldom over 20 road maintenance personnel.