



Grand County

Job Description

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| Title: | Road Foreman | Job Code: | 3500 |
| Division: | Operations | Effective Date | 01/01/2024 |
| Department: | Road | Last Revised: | 12/19/2023 |
| FLSA Status: Non-Exempt | | | |

GENERAL PURPOSE

This position requires a high level of skills and abilities relating to the operation and maintenance of county roads and related infrastructure as well as field oversight of the road crew in road construction, maintenance and repair of county roads and related infrastructure. Has supervisory responsibilities and interpersonal skills for addressing employees and the public. Able to identify safety and maintenance issues common to road and bridge maintenance and construction.

SUPERVISION RECEIVED

Works under the close general supervision of the Road Supervisor or Assistant Road Supervisor.

SUPERVISION EXERCISED

Provides close to general supervision to less experienced Equipment Operators III, II, I and labor positions while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Road Foreman: Coordinates with the Roads and Bridge Supervisor regarding the course of action in the completion of assignments of road personnel including setting priorities, determining labor, materials and equipment to be used. Providing supervision to less skilled county workers as assigned by the supervisor. Trains less experienced personnel in the care and operation of assigned equipment. May make frequent inspection of the County to determine the need for road and drainage maintenance. Reports findings and provides recommendations for repairs.

Field Operations: Provides supervision to county workers as assigned by supervisor, trains less skilled personnel in the care and operation of assigned equipment. Operates a variety of heavy equipment such as patrol/grader, large front-end loader, crusher, dozer, etc. performing ongoing road projects; maintains county roads, blade roads and lays gravel; repair roads damaged by flooding, patch roads with gravel and digs pits for drainage as assigned by supervisor.


Performs routine skilled tasks during construction, maintenance and repair operations on county roads or facilities while driving single or double axle trucks, or operating side deck tractor mower, loader, grader, backhoe, roller, bulldozer, snow plow, or other similar equipment used in county road operations; grades gravel roads, patches asphalt, performs crack sealing, snow plowing; performs drainage maintenance installing culverts, maintains cattle guards, guardrails; installs signage and markers as assigned by supervisor.

Performs tasks requiring the use of a variety of hand tools and equipment, including, picks and shovels rakes and chainsaws; may also clean debris from culverts, trim trees, call Blue Stake(811) for utility location when needed.

Observes road conditions and location of potential road and safety concerns and drainage problems and reports such to the supervisor. Inspects roads before and after maintenance activities to determine level of maintenance needed and for quality assurance.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems to the shop for repairs.

Serves as a crewmember in performing routine tasks when not operating machinery; assists mechanics as necessary.

May participate in equipment maintenance including changing engine oil and filter, fuel filter, air filter, transmission fluid ,hydraulic filter, cab and fluid etc.; adjusts brakes and replaces components; monitors tire inflation and rotation, steam cleans and cleans interiors, 

Performs duties with due regard for personal safety, that of other employees and the public; assists in training in proper safety practices; performs as a flagger when assigned to assure safety while working on highways.

Performs other duties (including general labor) as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Twelve (12) years of increasingly responsible experience in road maintenance, construction or related field including eight (8) years of lead man and or supervisory responsibility.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of road building and maintenance; traffic control safety; soil types and geography of Grand County; principles of drainage and county road system; various light to heavy equipment; hazards and safety precautions related to construction and equipment operation; OSHA requirements and other safety standards and safety practices required by state and other laws; traffic laws, ordinances, and regulations; construction methods and procedures typical to county service systems; equipment parts and preventive maintenance for the same.

Master level skill driving single or double axle trucks, grader, dozer and other equipment used in construction in a safe and effective manner; supervision of crew; slope cutting; Finish Blade techniques.

Ability to operate simple to complex heavy-duty equipment; operate heavy equipment in various conditions; perform manual tasks for sustained periods of time; perform minor equipment maintenance and repair; follow written and verbal instructions; read and understand prints and plans; communicate effectively, verbally and in writing; establish and maintain effective working relationships with fellow employees, the public, and supervisors.

3. Special Qualifications:

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening and participate in DOT random drug testing.

Must possess a valid Utah Class "A" Commercial Driver's License (CDL) with an "N" endorsement and possess a DOT medical card.

Must be able to pass ICC physical and maintain a medical certificate.

May be or become "Pilot Car" certified.

Must be flagger certified or be able to attain certification within 6 months of hire date.

May be required to work in remote locations for extended periods of time, "camping out" during seasonal operations

Subject to on call/call out status including weekends and holidays.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, push and pull, bend and stoop, twist and kneel, and able to climb into and onto heavy equipment and vehicles; may be required to lift up to 100 pounds on occasion. Aspects of the work require talking, hearing and seeing. . Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, oils and grease, pollens and organic materials, insects, vibration, shaking, bouncing and all types of weather conditions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)