

Job Description

Job Title: Road Maintenance Crew Foreman Job Code: 906604 Job Family: Infrastructure

Pay Grade: JC.16.16 FLSA: Non-Exempt EEO: Skilled Craft Workers

Department/Agency: Countywide Position Number(s): Multiple

Recommended Position Title(s): Road Maintenance Crew Foreman

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.**
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Independently performs, coordinates, and evaluates the completion of a variety of semi-skilled and skilled tasks in the completion of general road maintenance tasks, including tasks related to the construction, maintenance and repair of roads, rights of way and other County infrastructure; dumps, spreads and tamps asphalt to repair joints and patch broken pavement; cuts and prepares road surfaces for the repair of potholes and the sealing of roadway cracks; hauls and spreads sand, gravel and clay to fill washouts and repair road shoulder; removes litter and debris from roadways, including debris from flooding to ensure roadways are passable; performs roadside landscaping work, such as mowing, clearing weeds, cutting brush and trimming trees to maintain a clear recovery zone for motorists; installs erosion control materials to facilitate restoration of roadside vegetation; reads and interprets complex engineering plans and specifications; calculates the quantity of materials needed to complete the job; attends and participates in coordination meetings; develops daily crew activity reports for tracking and payroll; provides instruction on the use of equipment and **labor techniques; responds to citizen's issues and discusses/resolves issues with the public and other agencies; evaluates** the effectiveness of construction activities and submits recommendations for operational modifications; utilizes problem-solving techniques and processes to facilitate the identification and resolution of problems and issues related to the completion of work assignments; completes a variety **of employee related records such as Worker's Compensation** documents and Accident Reports.
- Performs a variety of activities during emergency response which may include sign repair, closing roads, addressing flood issues, and plowing and sanding activities for snow events.

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- Performs various tasks requiring equipment, vehicle, and tool operation; performs pre-trip inspections of trucks and equipment; executes field maintenance activities required to operate the equipment; uses a variety of small and large tools and operates a variety of light, medium, and heavy duty road maintenance and construction equipment and attachments including: trucks, dump trucks, skid steer loader, water trucks, compact rollers, mini excavator, crane truck, power broom, snow removal equipment, oil distributors, tankers, low boy trailers, track loaders, excavators, asphalt paver, chip seal spreader, motor graders, and other heavy equipment; performs general maintenance of light, medium, and heavy duty equipment; performs minor repairs and adjustments on road maintenance and construction equipment.
- Coordinates equipment and personnel needs with other foremen and fleet personnel; assists the Road Superintendents in the development of annual work plans for their work zone; communicates work plans to the Crew Leader/Crew; develops reports for crew material time, equipment, and material usage; enters and coordinates the data entry of information into electronic format; prepares preliminary work schedules for the crew; coordinates schedules with management and other crews on a daily basis; assigns projects and determines project priorities for the crew; estimates the labor, equipment and materials needed for jobs and arranges for materials and equipment; observes, verifies, and documents work activities performed by the road crew; communicate project information and proposed courses of action to the road crew/crew leader; works on multiple projects and assignments simultaneously; ensures work complies with County and Departmental policies and procedures; identifies potential future maintenance issues as well as current maintenance issues and coordinates their repair with the Assistant Superintendent.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent; six (6) years of experience on construction projects such as roads and bridges; two (2) years of supervisory experience; a Class A CDL with tanker endorsement; and an acceptable driving record are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Vo-Tech certification/degree in Agricultural, Automotive or Construction Technology, or other related fields of study and completion of the LTAP Road Scholar program level II are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 50%

Exposure to extreme temperatures

Exposure to fumes and/or chemicals, heights, and loud noises

Lifting weight: 50lbs.

On call/stand-by work required.

Safety-sensitive job

Weather essential job: Department Essential

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Uniform Required

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holidays, weekends, nights). This work will require overtime as needed.

Wear goggles, rubber boots, rubber gloves and other PPE as required.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.