

Monona County
Employer's Job Description
(Revised 2023)

Name: _____ **Department:** Secondary Roads
Position Title: Area Road Foreman **Pay Grade:** TBD
Status: Hourly / Exempt **Reports To:** County Engineer

Primary Purpose of Position

The primary purpose of this position is responsible for supervising, planning, and scheduling road maintenance and repair in assigned area.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Engineer:

- Supervise maintenance and repair of county roads within an assigned area.
- Inspects roads, bridges and signs in an assigned area to determine maintenance or repair.
- Reports any roadway deficiencies and road needs to the County Engineer.
- Mobilize, organize and supervise crews in response to emergencies and hazardous road conditions.
- Plans, carries out and evaluates preventive maintenance schedules for department equipment, roads and facilities.
- Assists in planning and coordination of new maintenance projects.
- Supervises and/or performs roadway maintenance involving: Bridges, Culverts, Paved Roads, Gravel & Dirt Roads, Shoulder Repair, Seeding, Road Clearing of brush & trees, Snow Removal, Construction & Maintenance of Driveways, Building and Grounds, Ditch Cleaning, Graveling and other road maintenance work.
- Operates a Truck, Loader, Motor Grader, or other Heavy Equipment as required.
- Assigns, coordinates and evaluates work of assigned staff.
- Assigns equipment to crew members.
- Submits project reports (time, materials used, etc.)
- Maintains an inventory of tools, materials and equipment as needed.
- Keeps a record of each crew member
- Prepares and administers the facilities budget in conformance with adopted policies and procedures.
- Inspects various roads and equipment and determines the most cost-effective means of maintenance, repair or replacement.
- Serves as purchasing agent for Area facilities and janitorial/building maintenance supplies.
- Occasionally recommends or initiates personnel actions including, but not limited to hiring, discharging and disciplinary actions.
- Performs related work as directed.

Qualifications and Prerequisites:

- Knowledge of methods, techniques, and practices of road maintenance and facility maintenance.
- Knowledge of related equipment and safety practices.
- Knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Ability to establish and maintain effective preventive maintenance programs, polices and procedures.
- Ability to operate standard construction equipment.
- Ability to plan, organize, assign, supervise and inspect work of subordinates.
- Ability to understand and implement oral and written instructions.
- Ability to maintain and present operating records and reports.
- Ability to apply construction and maintenance methods and practices.
- Ability to be on call 24 hours/day.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent and five (5) years of progressively responsible highway maintenance work or an equivalent combination of training and experience. Possess or be able to obtain a Class A Iowa Commercial Drivers License with air brake endorsement and proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees and vendors

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations, and the ability to work independently and to exercise good judgment in making

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, pushing, pulling, and carry up to 50-100 lbs.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Ability to work under moderately unsafe and uncomfortable conditions outside where exposure to environmental factors such as hot, cold, wet, toxic agents, noise, vibrations, wetness, machinery and/or dust may cause discomfort and where there is a risk of injury.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

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

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Elected Official or Department Head

Date Signed: _____