

**Jefferson County  
Position Description**

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| <b>Name:</b>                                | <b>Department:</b> Highway                     |
| <b>Position Title:</b> Highway Crew Foreman | <b>Pay Grade:</b> 06 <b>FLSA:</b> Non-exempt   |
| <b>Date:</b>                                | <b>Reports To:</b> Construction Superintendent |

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**Purpose of Position**

The purpose of this position is to direct and assist road crews in constructing and maintaining roads and bridges for Jefferson County Highway Department.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Supervises maintenance and construction crews in the activities necessary for compliance with work or project requirements. Assigns, trains, and instructs employees on how to perform work, maintain standards, record project and time card information.
- Inspects and repairs all types of roads including asphalt, concrete, gravel. Performs striping and shoulder repair and maintenance.
- Builds right-of-way fences and installs and repairs guard rails.
- Cleans out streams, lakes, ditches, catch basins, inlets, and other drain structures; clears debris; prepares sites for work.
- Coordinates equipment and operators arriving to and from job site.
- Orders supplies and materials for road work.
- Trains crews in equipment safety, work zone and traffic safety.
- Tracks and records labor, machinery, and materials for all assigned projects.
- Assists in setting grades for projects and the inspections of work to ensure conformance with given engineering specifications and standards.
- Consults with Superintendent regarding required work, crew performance and necessary adjustments of methods to correct deficiencies.
- Operates construction equipment and moderate to heavy trucks when required. Works as laborer doing repair when required.
- Assists in maintaining and repairing equipment, including completing requisitions for repair and replacement parts.
- Cleans or lubricates vehicles, machinery, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment.
- Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, chainsaws, drills, wrenches, shovels and rakes, and welding equipment.
- Assists superintendents with winter storm maintenance and management.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Lays seed and sod, mulch, performs landscaping, planting of trees, mowing.
- Performs dirt work to repair shoulders and grade.
- Performs flagging of traffic.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required with three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensure**

Commercial driver's license with Tanker Endorsement

### **Knowledge, Skills, Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of hazards and safety rules and precautions in heavy equipment operation.
- Knowledge of safe, efficient operation of assigned equipment and observance of traffic laws and regulations.
- Knowledge of street layouts and routes.
- Knowledge of traffic laws, ordinances and rules involved in equipment operation.

### **Supervision**

Involves leadership role such as occasional directing of others to complete assignments; others may include work-study students, temporary support, part time staff, or other individuals temporarily assigned in one's area of responsibility.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

### **Work Environment**

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

While performing the duties of this position, the employee is exposed more than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective equipment when necessary and required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date