

## **Job Description: FOREMAN I – ROAD AND BRIDGE**

**CLASS NO.** 115

**EEOC CATEGORY:** Skilled Craft Workers

**PAY GROUP:** 116

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Coordinates and performs manual and machine-assisted labor (including driving commercial trucks) involved in construction, repair or maintenance of county roads, bridges, and landfills. Assumes supervisory responsibilities in the absence of, or as required by, the County Commissioner.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: County Commissioner.
2. Directs: Serves as lead worker with light supervision duties.
3. Other: Has daily contact with other employees on the job and occasionally with the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Operates heavy and light gasoline and/or diesel equipment such as a maintainer, backhoe, bulldozer, motor grader, spreader box, track loader, paddle wheel scraper, trash compactor, or light or heavy truck as required and instructed;

Operates other equipment used in road and bridge construction maintenance and repair, such as front-end loaders, tractor-mowers, trucks, street sweepers, backhoes, and rovers;

Checks oil, water, fuel, tires, hydraulic system, etc., and makes appropriate adjustments to be sure vehicle or equipment is in proper operating condition before leaving for site;

Examines machinery for needed repairs and performs maintenance, including welding;

May assess need for purchases of supplies for department;

Builds new roads and reworks roadways with minor supervision, incorporating stabilization and base requirements to produce a finished product;

Responds to complaints and requests by citizens concerning repairs of county roads, culverts, and bridges within the precinct;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 115 (Continued)**

Assists in the construction and repair of streets, culverts, and/or bridges, including cleaning out and digging ditches, setting drainage pipes, and removing debris that has accumulated in asphalt roads and concrete curbs;

May coordinate and assign work of employees under his or her supervision, as required, to ensure that proper policies and procedures are being followed, work and safety standards are being maintained and schedules are being met;

Trains new employees in their duties and in equipment operation;

Other Important Duties\*

May perform light carpentry, painting, or other related work as needed;

May drive dump truck or other truck hauling materials and equipment to construction or repair sites;

May operate mower to mow lawns and weeds or clear rights-of-way, culverts, ditches, etc.; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* the safe operation of all of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to operation of heavy motorized equipment; and safety standards in order to prevent hazards.

*Skill to:* operate sophisticated equipment effectively and safely; and service and make minor repairs on equipment.

*Ability to:* train, supervise, and motivate staff; establish and maintain effective working relationships with other county employees and the general public; tolerate outside working conditions, including exposure to adverse weather conditions; and maintain Texas driver's license applicable to job responsibilities and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High School graduation, or its equivalent, plus four years of experience in operation of heavy equipment, on of which involved supervising others;

*or* sufficient education to read and write plus six years of experience in the operation of heavy equipment, two of which involved supervising others;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

CLASS NO. 115 (Continued)

**CERTIFICATES AND LICENSES REQUIRED:**

State of Texas Class A (commercial) driver's license.